Access Control Database Administrator Manual

P/N 3100676 • REV 04 • REB 18JAN13

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CREDITS	This manual was designed and written by the UTC Fire & Security - Technical Publications Department, Bradenton, FL.

DOCUMENT HISTORY

Date	Revision	Reason for change
20NOV03	1.0	Initial release.
08SEP04	2.0	Updated to version 1.3 of the ACDB software
01MAR06	3.0	Updated to version 1.4 of the ACDB software
18JAN13	04	Rebranded manual as Edwards. No changes to the content were made.

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Important information

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About this manual

This manual provides reference information to support the installer and administrator of the Access Control Database (ACDB) software.

Intended audience

This manual was written for people who have a working knowledge of Windows-based computer programs.

Purpose

The purpose of this manual is to give the installer and administrator of the Access Control Database (ACDB) detailed operating instructions for installing and configuring the program.

This manual provides a reference for both novice and experienced users of the ACDB software. The manual assumes that the necessary hardware and software installation has been successfully completed.

Note: Depending on your specific operator privileges, you may not see all of the system menus shown or described in this manual.

Organization

This manual is organized to serve as an administrator's guide for the ACDB. It takes you through the steps required to set up the system for the first time, introducing you to each ACDB feature or function as it's needed. The chapters are presented in the sequence you will need as you set up and configure the ACDB program.

If your system has already been set up by an administrator and all you wish to do is add users, proceed to Chapter 8, "Cardholders," in the *Access Control Database User Manual.* For you to be able to gain access to the ACDB, your system administrator must set you up as an operator with proper privileges.

The manual consists of the following chapters.

Chapter 1: *Introduction.* This chapter introduces you to the manual and explains the basic concepts of access control.

Chapter 2: *Getting started.* This chapter provides information on logging on to the ACDB as the installer.

Chapter 3: *Setting up an integrated access control system*. This chapter defines the process of setting up an integrated access control system including the importing of the Resource Profile (RP) file for your company.

Chapter 4: *Setting up an nonintegrated access control system.* This chapter defines the process of creating an nonintegrated access control system.

Chapter 5: *Administrator operations.* This chapter shows you the steps for common operations including setting ACDB options, downloading, saving, and exiting from the program. It also covers more advanced operations, such as importing cardholders from an external database and creating new card code formats.

Chapter 6: *Integrated system and hardware configuration*. This chapter defines the process of configuring your integrated access control system including Keypad Displays (KPDISPs) and Card Reader Controllers (CRCs) that have been imported with an RP file.

Chapter 7: *Nonintegrated system and hardware configuration.* This chapter defines the process of configuring your nonintegrated access control system including CRCs.

Chapter 8: *Operators.* This chapter provides general information required for defining and creating additional operators. The functions the operators can perform are controlled by the privileges that are assigned to them.

Chapter 9: *Tasks.* This chapter defines ACDB tasks and the important functions they perform. Some of the functions that tasks perform are system updates, access event history management, database maintenance, and report automation.

Chapter 10: *Outbound ports and routes.* This chapter shows you how to configure your system to communicate with the access control system. Communication must be set up properly for downloading information from the ACDB to the hardware (CRCs and KPDISPs) of your access control system.

Before you start

As the installer or administrator of the ACDB program, you should be familiar with the general physical layout of your site, and the access control equipment your building employs (example: how keypads and card readers are used at doors).

If you are unsure about these items, check with your integrated system installer.

Chapter 1

Introduction

Summary

Welcome to the Access Control Database (ACDB). The ACDB has feature-rich software that makes it easier and more efficient to manage access control at your site. This chapter introduces the ACDB program and discusses the program's functions. It also covers the conventions we use in this manual when giving the instructions for completing specific tasks.

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Using this manual

Mouse vs. keyboard

The ACDB design makes full use of the mouse when performing function commands, navigating within forms, and making selections. You may find it easier to use the keyboard for some functions, but be aware that a mouse is required for certain functions.

Whenever given the choice of using a keyboard or a mouse to perform window functions, choose the mouse. Most user actions performed in a Windows environment are easier using a mouse or some other pointing device.

Step-by-step instructions

The table below shows the conventions used in this manual.

Notation	Meaning
Ctrl + P	Simultaneous key press: Press and hold Ctrl, press and hold P, then release both keys
Alt, P, N	Sequence of key presses: Press and release Alt, press and release P, press and release N
Tip: Text of the tip.	Tips, displayed in the left column, give a keyboard shortcut or alternative method for the particular task
Note: Text of the note.	Notes are important facts that can save you time or prevent serious mistakes

ACDB software versions

Model	Description	CRC [1]	KPDISP [2]	Software key [3]	Network
KPDISP-CF	Keypad Display Configuration software version. Configures keypad display devices only. No configuration of CRCs or entry of cardholders.	None	Unlimited	Not required	No network support
ACDB-KE [4]	Access Control Database Keyless Entry (ACDB-KE) software where all hardware is created and configured within the ACDB-KE. All CRCs are wired directly to the PC running the ACDB-KE.	31 or less	None	Not required	No network support
ACDB8	Access Control Database software integrated or not integrated with a control panel that supports 8 or fewer integrated doors	8 or less	Unlimited	Required	No network support
ACDB8+	Access Control Database software integrated or not integrated with a control panel that can support any number of doors	Unlimited	Unlimited	Required	No network support
ACDB-CLNT	ACDB client used with a networked ACDB database server. Database is only stored on the server.	Unlimited	Unlimited	Required	Yes
ACDB-SVR	ACDB database server and client combination. The server portion supports other clients on a network. The client portion can be used like any other client on the network.	Unlimited	Unlimited	Required	Yes

[1] Each controlled door at your site has a Card Reader Controller (CRC) mounted nearby. Cardholders badge in at card readers connected to the CRC. The CRC controls the door lock, and grants or denies the cardholder access.

[2] Keypad Displays (KPDISPs) are used to arm and disarm integrated security partitions, select system functions, and display event messages. They are located conveniently throughout your site, usually near a door.

[3] The Software Key (HASP key) is a 25-pin connector. The key is plugged into the parallel port on the back of your computer. The program will not install or run without the Software Key installed.

System requirements

The ACDB is a PC portable, upgradeable software package. It runs on any Pentium 400 MHz or greater PC.

The following are the minimum system requirements for running the ACDB versions (KPDISP-CF, ACDB-KE, ACDB8, and ACDB8+). Computers at or above this level should be fully capable of running the ACDB program.

- 400 MHz processor or higher
- 64 Mb RAM
- Windows 2000 or XP
- Internet Explorer 4.01 service pack 2 or greater
- Jet 4.0 service pack 3
- 16x CD-ROM Drive
- 650 Mb available hard disk space
- 800 x 600 video support
- Keyboard
- Mouse
- Modem, V.32bis 14.4 Kb (if using a modem connection)
- HASP key
- RS-485 converter for nonintegrated CRCs

Note: The ACDB program requires the HASP key. The HASP key plugs into the PC's parallel port. The Keypad Display Configuration (KPDISP-CF) version does not require a HASP key.

Network requirements and installation

General requirements

The ACDB is also available in a network version. The ACDB-SVR works with the ACDB-CLNT workstation. All the data is stored and saved on the dedicated server workstation. This is ideal for multiple operators at multiple workstations.

The ACDB-SVR controls all uploads and downloads to your access control system. The ACDB-CLNT communicates to the ACDB-SVR via your LAN or peer-to-peer connection. The following are minimum system requirements for the ACDB-SVR:

- 400 MHz processor or higher
- 128 Mb RAM
- Windows 2000 or XP
- Internet Explorer 4.01 service pack 2 or greater
- TCP/IP communication protocol
- 16x CD-ROM Drive
- 650 Mb available hard disk space
- 800 x 600 video support
- Keyboard
- Mouse
- Modem, V.32bis 14.4 Kb (if using a modem connection)
- HASP key (one for server and one at each workstation)

If your network is set up with peer-to-peer connections, verify that all connected PCs have the following:

- Jet 4.0 database engine service pack 3 (Windows 98 only)
- Client for Microsoft Networks
- PC sharing enabled

Jet 4.0 database engine can be found at: http://microsoft.com/data/download.htm.

Before the ACDB server software is installed, verify that the server belongs to the same domain as the PC for the ACDB client. The operator of ACDB server also needs to be the Administrator for that PC.

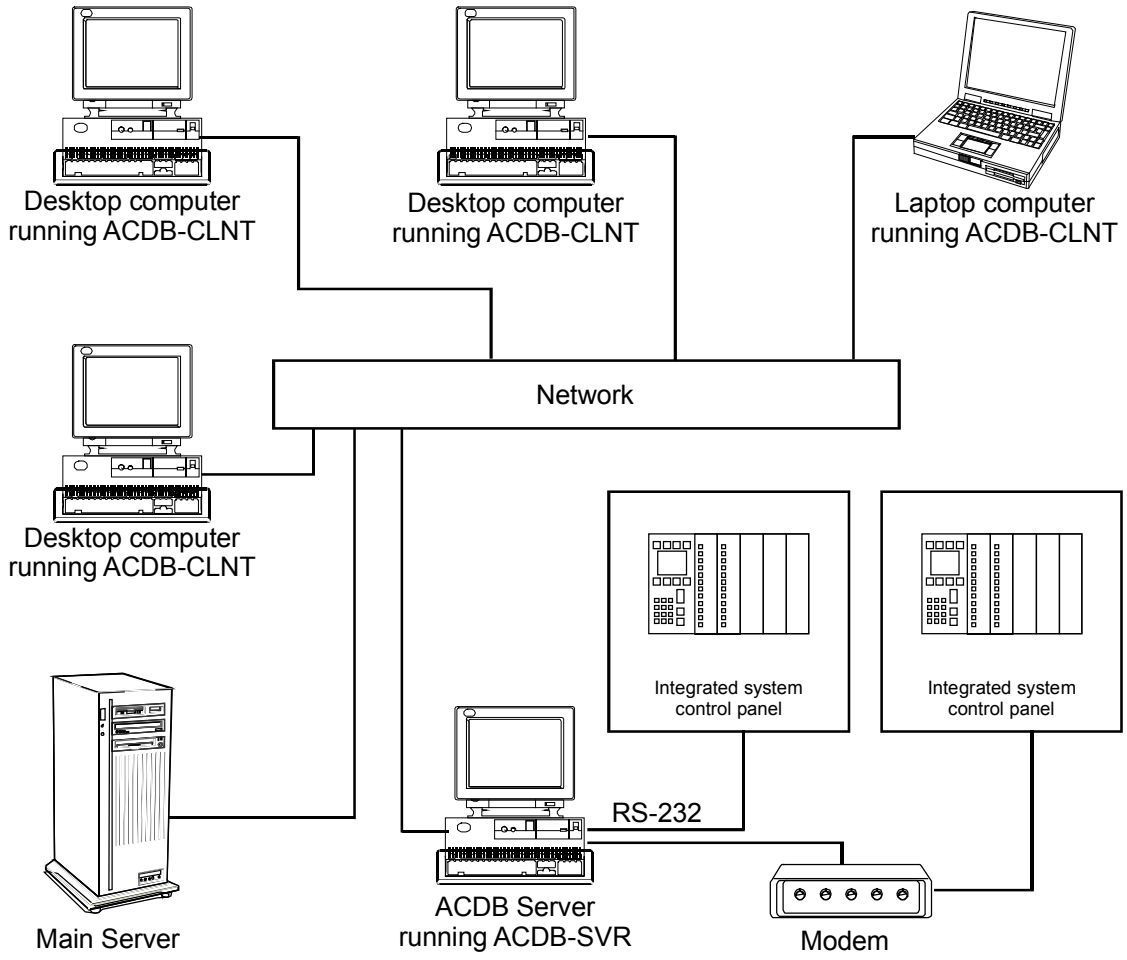
Successful installation and operation of the ACDB depends on the integrity of your network. While we have made every effort to provide you with a rugged, efficient network version of the ACDB, we are not responsible for issues related to your LAN or peer-to-peer connections.

Although the ACDB includes database security provisions, it is the responsibility of your IT staff to configure and ensure

database security. Refer to the topic “Network installation,” below.

Note: The ACDB-SVR package includes both client and server software components. Running the client software on the server computer degrades overall network performance. We suggest that you do not run the client software on the server during your daily operations.

The following figure shows a sample of a network diagram using ACDB-CLNT and ACDB-SVR software. Note that all computers running this software must have a HASP key. The ACDB server connects to the control panels using either a modem connection or a direct connection (RS-232).



Example network diagram for the ACDB-CLNT and ACDB-SVR

Network installation

Begin a network installation with the server. After installing the ACDB-SVR software, your IT staff should configure DCOM settings on the server by running the DCOM Configuration tool as follows.

To configure DCOM settings in Windows 2000:

1. Click Start > Run, then type dcomcnfg and click OK.

   This opens the Distributed COM Configuration Properties dialog box.
2. From the Applications list, select the DataServerComponent object.
3. Click Properties to open the DataServerComponent Properties dialog box.
4. Click Security to display the Security tab.
5. Click Use custom launch permissions, then click Edit.

   This opens the Registry Value Permissions dialog box.
6. Click Add to open the Add Users and Groups dialog box
7. From the Names list, select the Everyone item.
8. Click Add to add Everyone to the Add Names list.
9. Click OK to close the Add Users and Groups dialog box.
10. Click OK to close the Registry Value Permissions dialog box.
11. Click Apply to apply your changes.
12. Click OK to close the DataServerComponent Properties dialog box.
13. Click OK to close the Distributed COM Configuration Properties dialog box.

To configure DCOM settings in Windows XP:

1. Click Start > Run, then type dcomcnfg and click OK.

   This opens the Component Services dialog box.
2. Expand the tree view for Component Services, Computer, My Computer, and DCOM Config.
3. Scroll down, right-click {B6B18217-F0AB-4F88-9912-CEAD40F79E4F} and click Properties.

   This opens the {B6B18217-F0AB-4F88-9912-CEAD40F79E4F} Properties dialog box.
4. Click Security to display the Security tab.

5. In Launch Permissions click Customize, then click Edit.

   This opens the Launch Permissions dialog box.

6. Click Add to open the Select Users or Groups dialog box.
7. Click Advance.
8. Click Find Now.
9. If the client server is connected to a peer-to-peer network, select Everyone from the list.

   —or—

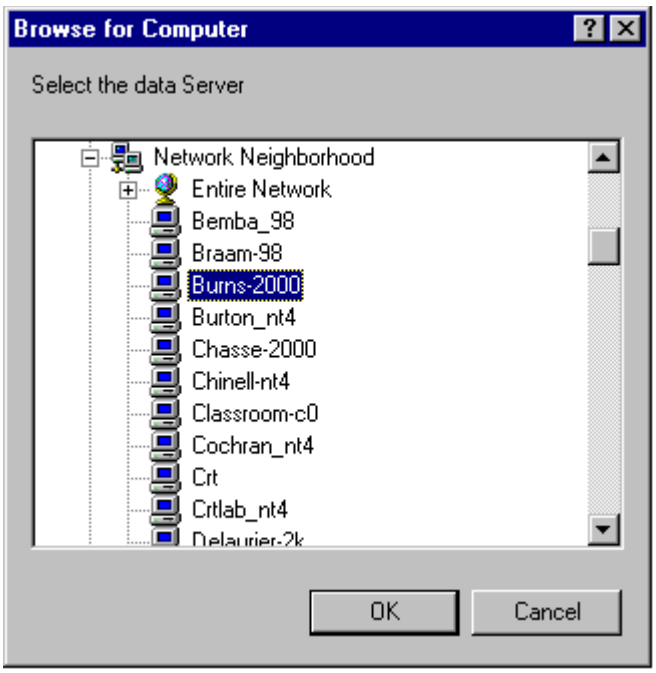
   If the client server is connected to a true network operating system (Windows 2000 server), select the individual clients that will be running the ACDB-CLNT. Repeat steps 7 through 10 for each client of the ACDB.

10. Click OK to add Everyone or the selected individuals to the Select Users or Groups list.
11. Click OK to close the Select Users or Groups dialog box.
10. Click OK to close the Launch Permissions dialog box.
11. Click Apply to apply your changes.
12. Click OK to close the {B6B18217-F0AB-4F88-9912-CEAD40F79E4F} Properties dialog box.
13. Close the Component Services dialog box.

Continue the installation with the client machines. During installation of the ACDB-CLNT software, you will be prompted to specify the ACDB server machine by selecting its name.

Changing the network server for an ACDB client

If the ACDB server moved to a new computer, then all ACDB clients must be modified to connect to the new server. This can be easily done by choosing Tools > Set Network Server.



The Browse for Computer dialog box lets you select the location of the ACDB server

To change the network server for an ACDB client:

1. From the Tools menu, click Set Network Server.
2. From the Browse for Computer dialog box choose the new server location.
3. Click OK.

System features

The ACDB provides a user-friendly environment for entering and tracking access control information and for integrating it into an overall access control system. It makes managing your access control system easier and more efficient.

The ACDB includes these features:

- Data import from several commonly used databases
- Filter-defined cardholder search capability
- Cardholder photo import/export
- Cardholder import from an external file
- Operator defined options (PIN schedule, unlock time)
- Administrator definable operator privileges
- Access history event log
- Database, access event, and presence reports
- Predefined and user-defined reports
- Muster reports
- Task manager to automate routine functions
- Encrypted external communications

Special access

You can specify special access schedules and privileges that override normal system operations.

The ACDB lets you define and apply three additional schedules that are specific to individual doors. These door schedules override the access levels of cardholders. The door schedules are:

- Unlock schedule
- PIN schedule
- Suppression schedule

Unlock schedules define times when a door is unlocked to allow free access.

Example**:** A front door of a retail business open during retail hours.

PIN schedules define times when a cardholder must enter a PIN number in additional to presenting a valid access card.

Example**:** Requiring a PIN at a back door during off-hours can guard against the use of a stolen card.

Suppression schedules define times normal access granted events are not logged to history.

Example**:** During normal office hours you may wish to suppress access granted events at restroom doors.

Setting up the system

The sequence used to set up the Access Control System is very important. The organization of this manual serves as a guide for setting up your access control system. It presents the Access Control Database (ACDB) functions and commands in the order in which you will use them to set up the system.

The ACDB was designed for three levels of user: administrators, operators, and cardholders. The administrator has all privileges, and configures key aspects of the system. The administrator also creates operators and assigns their privileges. Operators maintain the cardholder database adding, changing, or removing cardholders as required. Cardholders are issued access cards and use the access control system.

If you are an installer or an administrator, follow the general steps presented below to set up the system. If you are an operator, proceed to Chapter 8, “Cardholders,” in the Access Control Database User Manual.

To set up your system:

1. Install the software. Refer to *Access Control Database Software Installation Guide* (P/N 3100136). For ACDB-CLNT and ACDB-SVR installation, refer to “Network requirements and installation” in this chapter.
2. Log on to the software. Refer to Chapter 2, “Getting started.”
3. Import the project’s Resource Profile (RP) zip file (if this was not already done by your installer) or create a nonintegrated company. Refer to Chapter 3, “Setting up an integrated access control system” or Chapter 4, “Setting up a nonintegrated access control system.”
4. Configure the system. Refer to Chapter 6, “Integrated system and hardware configuration” or Chapter 7, “Nonintegrated system and hardware configuration.”

Note: To improve the overall performance of the ACDB, download to the access control system after configuring the system.

5. Create and set privileges for the operators who will be using the ACDB software. Refer to Chapter 8, “Operators.”
6. Set up tasks to automate routine functions. Refer to Chapter 9, “Tasks.”
7. Set up the outbound ports and routes. Outbound ports and routes determine how the ACDB will download information to the access control system. Refer to Chapter 10, “Outbound ports and routes.”

8. Set up the company's access schedules. Refer to Chapter 5, "Schedules" in the *Access Control Database User Manual.*

10. Set up the company's holidays. Refer to Chapter 6, "Holidays" in the *Access Control Database User Manual.*

11. Set up an access level for each employee group. Attach the appropriate schedule, privileges, and commands to each access level created. Refer to Chapter 7, "Access levels" in the *Access Control Database User Manual.*

Note: To improve the overall performance of the ACDB, download to the access control system after creating your access levels.

12. Set up all the cardholders that will access the building. Each cardholder must be assigned at least one access level and a card ID. The access level has a schedule attached to it. The schedule may or may not have a schedule for holidays. Refer to Chapter 8, "Cardholders," in the Access Control Database User Manual.

Note: To improve the overall performance of the ACDB, download cardholders after each 100 created.

13. Select and print any of the default reports provided, or create custom reports for your specific needs. Refer to Chapter 9, "Reports" in the *Access Control Database User Manual.*

Chapter 2

Getting started

Summary

This chapter defines the process of logging on to the ACDB for the first time.

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    Logging on as an installer • 2.4
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Starting the program

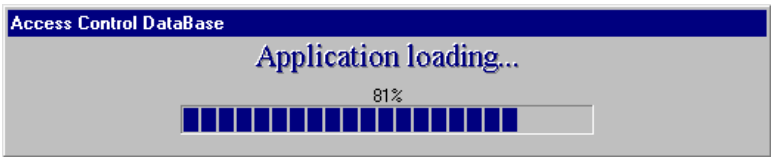
The ACDB uses the familiar Windows interface. If you are familiar with the Windows environment, you should have no problems using the ACDB.

To run the ACDB program, you must have a software key (HASP key) on your computer. (No software key is needed for the KPDISP-CF and ACDB-KE versions.) If no software key has been installed, follow the instructions in the *Access Control Database Software Installation Guide* (P/N 3100136) that comes with the software.

To start the program:

1. Click Start > Programs > Access Control DataBase > Access Control DataBase, or double-click the Access Control DataBase icon on your desktop.

The ACDB displays a progress bar indicating that the program is starting.



ACDB progress bar at startup

Once the starting sequence is complete, the ACDB displays its start screen.

The ACDB start screen lets you log on to the software

From the start screen, you have four options:

- Log In
- Exit
- Help
- About

Log In

The Log In option is the entry point for using the software. Users are issued an operator ID and a password that lets them gain entry to the program and make modifications to their access control system.

Exit

The Exit option lets you exit from the program.

Help

The Help option launches an online version of this manual. The online version includes three navigation tabs:

- The Contents tab provides a table of contents view of the help system
- The Index tab is an alphabetical list of terms. Use the index to find topics associated with each term.
- The Search tab lets you search for keywords you enter. This is generally the fastest method of locating answers to your questions.

About

The About option brings up a box displaying the current version of the ACDB software. This information is useful if you decide to upgrade your software and need to know what version you are currently running.

Logging on for the first time

The *system installer* is typically an employee of the company that installed your access control system. Before the ACDB becomes fully operational, the system installer must log on and import the Resource Profile (RP) file or create a nonintegrated company. The RP file is created in the SDU with the Resource Profile Manager tool. The ACDB does not become fully functional until the installer imports an RP file or creates a nonintegrated company.

Logging on as an installer

Before importing an RP file or creating a nonintegrated company, you can only log on to the ACDB as the installer. After an RP file is imported or a nonintegrated company is created, the ACDB creates an administrator ID and a password. Begin by logging on to the software as the installer.

Note: The initial installer password is 3333. We suggest that you change the installer password after your initial log on. Make sure to record and save the revised password in a safe place.

To log on as the installer:

Tip: Operator IDs and passwords are not case sensitive so it makes no difference if you type in all caps, in lowercase, or a combination of both.

1. Click Start > Programs > Access Control DataBase > Access Control DataBase, or double-click the Access Control Database icon on your desktop.
2. Click Log In on the ACDB splash screen.
3. Type INSTALLER in the Operator ID field.
4. Type the password (3333) into the Password field.
5. Click OK.

The system will log you on as an installer. The installer only sees a limited view of the software. The installer is prevented from adding or modifying cardholders, access levels, schedules, holidays, reports, and operators. This protects the end user from unauthorized entries to the access system. The primary function for an installer is to import the RP file.

Changing the installer password

The ACDB recommends that you change the installer password after your initial log on. Make sure to record the new password in a safe place.

To change the installer password:

Tip: Press Alt + T, O to launch the options dialog box.

1. From the Tools menu, click Options.

2. Click the Operator tab.
3. Click the Password Modify button.
4. Type your current password (3333).
5. Type the new password.
6. Retype the new password to confirm it.
7. Click Modify to change the password.
8. Click OK to accept the new password.

After logging on as an installer, your next task is to import an RP file or create a nonintegrated company. Refer to Chapter 3, “Setting up an integrated access control system” or Chapter 4, “Setting up a nonintegrated access control system” for more information.

Chapter 3

Setting up an integrated access control system

Summary

This chapter defines the process for setting up an integrated access control system, including importing the Resource Profile (RP) file for your company. Not all of the ACDB's features and functions become active until an RP file is imported.

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Setting up an integrated access control system

By *integrated access control system* we mean an access control system that is integrated with a control panel that offers other services such as fire alarm, security, and access control. The CRCs and KPDISPs are wired directly to a control panel and configured using the software definition utility (SDU) for the panel. The CRC and KPDISP configuration information is exported out of the SDU and imported into the ACDB as an RP file.

Note: The ACDB8, ACDB 8+, ACDB-CLNT, and ACDB-SVR support both integrated and nonintegrated access control systems. For more information on setting up a nonintegrated system see Chapter 4: “Setting up a nonintegrated access control system” and Chapter 7: “Nonintegrated system and hardware configuration.”

Importing an RP file

The system installer creates *RP file* using the Resource Profile Manager tool in the SDU. It is exported out of the SDU and then imported into the ACDB. The RP file defines the access control system for the ACDB program. It includes detailed information about each CRC and KPDISP used in your access control system. It contains the following:

- CRCs, KPDISPs, partitions, and buildings in the system
- Routing required to access each device for downloads
- KPDISP fire alarm command privileges
- Primary company for each CRC
- Automatically disarmed partition for each KPDISP
- Number of allocated cardholders for each CRC and KPDISP
- Number of allocated access levels, schedules, and holidays for CRCs
- Command lists used for CRCs
- All MODCOM (integrated system dialer/modem card) information

After the RP file is imported, the system automatically assigns an administrator ID and password. The administrator has all privileges in the ACDB.

Note: The integrated system installer creates the RP file in the SDU. He may also import the RP file into the ACDB. If the installer has already imported the RP file, he should have given the ACDB administrator the administrator ID and password. If you have been given the administrator ID and password, proceed to “Logging on after RP file import” later in this chapter.

Your next task is to import an RP file. The integrated system installer should have given you the RP file for your company. Each RP file contains the database for a company, a site, and

buildings. This includes all information about partitions, CRCs, and KPDISPs.

Company

A project can have one or more companies. Each company, created in the SDU, has a separate RP file. Each RP file is imported into the ACDB separately. This lets each company manage their own ACDB database.

Site

A site is directly related to an SDU project. Each SDU project represents a single site. The ACDB creates a site during the importing process of the RP file. A company with multiple SDU projects (in a single location or in multiple locations) has multiple sites, one site for each SDU project.

Building

Buildings are created in the Resource Profile Manager tool in the SDU. Partitions, CRCs, and KPDISPs are assigned to the individual buildings that they reside in.

Depending on your particular configuration, the RP file or RP files are imported into the ACDB in one of the following structures:

- One company, one site, and one building
- One company, one site, and multiple buildings
- One company, multiple sites, and one building
- One company, multiple sites, and multiple buildings
- Multiple companies, one site, and one building
- Multiple companies, one site, and multiple buildings
- Multiple companies, multiple sites, and one building
- Multiple companies, multiple sites, and multiple buildings

Each RP file represents one site of one company. A large company may have multiple sites.

Example: A company has two different locations of operation. One is in New York and the other is in Tennessee. Each site would have a separate RP file.

Language

The ACDB supports multiple languages. When importing the RP file, you select the language for the ACDB. This selection sets the ACDB default language and the language for the ADMIN1 operator.

You can only import one RP file at a time. Importing the first RP file defines the company. If you have two sites, you import the second RP file into the existing company.

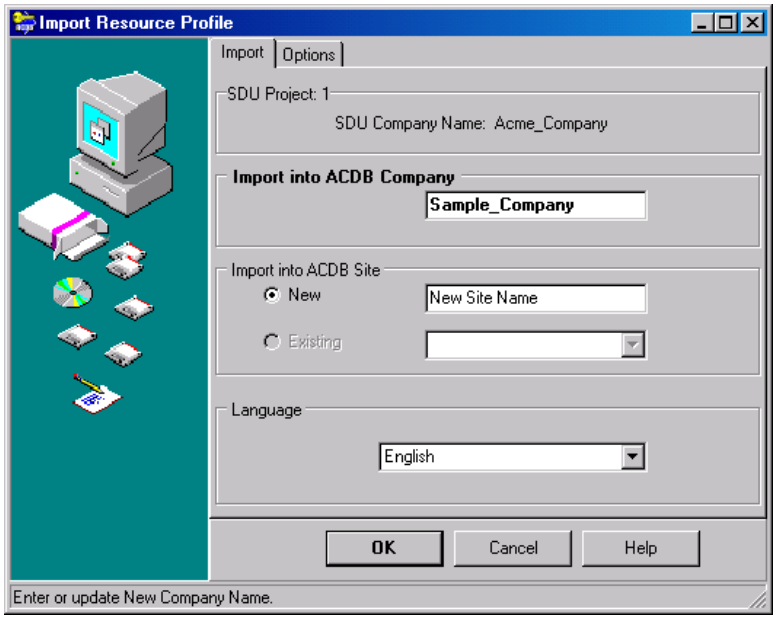
Note: To import any additional RP files into an existing company, you must log off as the installer and log on as the administrator (ADMIN1).

At the end of the import, the ACDB assigns an administrator ID and password, using the default password ADMIN.

Each company is assigned an administrator ID after the RP file is imported. You can use this ID and password to begin to add information to your ACDB system.

The default operator ID is ADMIN1, with password ADMIN. ADMIN1 is always used for the first company imported into the ACDB. If a second company is imported, the operator ID is ADMIN2, again using password ADMIN.

If your integrated system installer has not completed or given you your RP file, proceed to "Importing a sample RP file" in this chapter. Importing a sample RP file allows you to begin adding information to your database while your installer completes your RP file.



Before using the ACDB you must import an RP file, using the Import Resource Profile dialog box

To import an RP file:

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

1. From the file menu, click Import > RPM Configuration Information.
2. Locate the RP ZIP file you want to import, select it, then click Open.

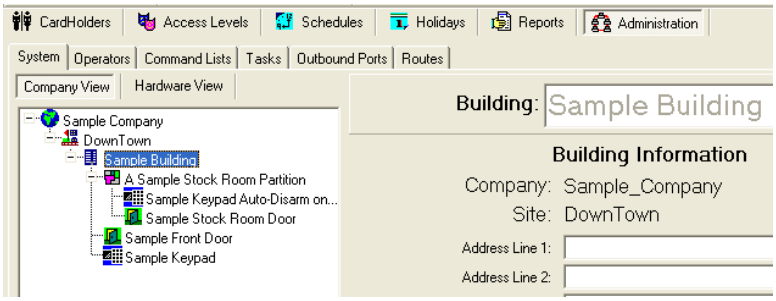
If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.

3. Click OK to confirm that the ACDB has extracted your database.
4. Type a company name if your company name does not match the company name given.
5. Type a site name.

   The site is new, since this is the first RP file import. An example of a site name is Chicago Campus or North Campus.
6. Select the language.
7. Click the OK button.

   Note: The system displays the administrator operator ID and password. Write these down in a safe place.
8. Click OK.

Note: To improve the performance of the ACDB and assure hardware connection, we recommend that you download to the hardware of your access control system immediately after importing your RP file. Log on as the administrator to download. See Chapter 9, “Outbound ports and routes” for information on configuring the ACDB for downloading.



After you import the RP file the company tree displays the site, buildings, partitions, CRCs, and KPDISPs

Verify the imported information

After your RP file is imported into the system, you will be able to see the project tree on the Administration > System tab.

Sites, buildings, partitions, KPDISPs, and CRCs are sub-levels of the company and their icons are not displayed in the collapsed tree view. To view all levels of the project, expand the tree view by clicking the plus signs next to the icons.

You should review the information that your integrated system installer entered for your company and buildings. We will show you how to correct any errors in the chapters that follow. It is important to remember that when you make changes to the RP file you should contact your integrated system installer to inform them of the corrections.

For installer contact information, click on the Hardware View tab and the SDU icon in your company tree.

Since you have just imported your actual RP file, skip the next topic and proceed to “Logging on after RP file import” in this chapter.

Importing a sample RP file

If your integrated system installer has not given you an RP file because it is still being developed, then you can import a sample RP file. By importing a sample RP file, you can start adding information to the ACDB database while the installer completes your RP file.

The sample RP file gives you full access to the ACDB software. It gives you a visual representation of a company, a site, a building, a door, and a keypad in the ACDB.

Note: It is important that you do not download information while the sample RP file is in your database. When you exit from the ACDB, you are prompted to send hardware updates to the system. Click No while the sample RP file is in your database.

When you receive your company's RP file, you need to import it into the ACDB and then remove the sample RP file hardware.

What you should and should not add to the sample database

While your real RP file is being completed, you can begin to add information to your database by importing the sample RP file. It is important to follow these instructions on what you should and should not add to the ACDB. Information added that is not listed will be lost when the real RP file is imported. After you have imported the sample RP file, log on to the ACDB as the administrator.

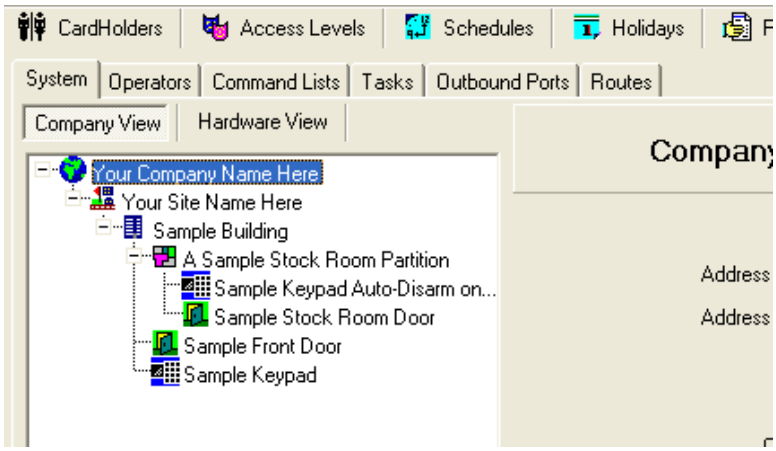
What you can add:

- Operators
- Schedules
- Holidays
- Cardholders

When adding cardholders, do not download cardholders to the hardware of your access control system.

What you should not add:

- Tasks
- Reports
- Access levels



When importing a sample file make sure to enter your company's name and site

To import a sample RP file:

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

1. Log on to the ACDB as the installer.
2. From the file menu, click Import > RPM Configuration Information.
3. Locate the Sample_Company ZIP file in the ACDB directory, select it, then click Open.
4. Click OK to confirm that the database has been extracted.
5. Type your site name.

   The site is new, since this is the first RP file import. An example of a site name is Chicago Campus or North Campus. If you do not know your site name, you may enter a sample site name that can be removed later.
6. Select the Language.
7. Click OK.

   Note: The system displays the administrator operator ID and password. Write these down in a safe place.
8. Click OK.

Note: Once you have imported the Sample RP file, do not download to the hardware of your access control system.

View the imported information

After importing the sample RP file you can see the project tree on the Administration > System tab. Sites, buildings, partitions, KPDISPs, and CRCs are sub-levels of the company and their icons are not displayed in the collapsed tree view. To view all levels of the project, expand the tree view by clicking the plus signs next to the icons.

Importing the real RP file into the sample RP file

The sample RP file is intended for temporary use, while your real RP file is being completed. The sample RP file lets you access all features of the ACDB so you can begin to add information to the ACDB database.

Once you receive the completed RP file, import it into the ACDB, and then remove the sample RP file hardware. This removes the sample hardware while preserving any database entries you've already entered.

To import the real RP file into the sample RP file:

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

1. Log on to the system as the administrator.
2. From the file menu, click Import > RPM Configuration Information.
3. Locate and select the real RP ZIP file you want to import then click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.
5. Click OK to confirm that you are importing a new project into the ACDB.
6. Click New or Existing for the ACDB site.

   When you imported the sample RP file, if you entered a sample site name then click New and enter the correct name for your site.

   When you imported the sample RP file, if you entered your correct site name then click Existing and select the site name from the list.
7. Select the language.
8. In the Options tab, click an Update Option.

Note: The overwrite options does *not* apply to the hardware of your access control system. All CRCs and KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and building address and building contact information.

9. Click OK.
10. Click OK to confirm the completion of importing.

Removing the sample RP file hardware

Now that you have imported your real RP file, you can remove the sample RP file hardware from your system. By clicking the Administration > System > Hardware View tab, you can see two SDU projects in the tree. One is your real SDU project and one is labeled Sample R.

You want to remove the Sample R SDU project from your database. This removes the sample project and all the hardware associated with it.

After the sample SDU project has been deleted, you can delete the associated sample site name as required. The site cannot be deleted until you have deleted the sample SDU project. Deleting a site removes the site name from the company tree.

To remove the sample RP file:

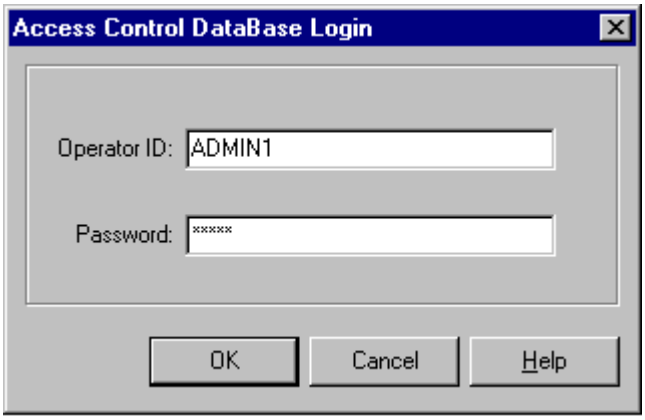
1. Log on to the ACDB as the administrator.
2. Click Administration > System > Hardware View tab.
3. Select the SDU project labeled Sample R.
4. From the File menu, select Delete or click the Delete button from the toolbar.
5. Click Yes to confirm the deletion of the SDU project.
6. Click the Company View tab.
7. Select the Sample Site name.
8. From the File menu, select Delete or click the Delete button from the toolbar.

This removes the sample hardware from your database. You can now configure your complete ACDB database.

Note: To improve the performance of the ACDB and assure hardware connection, we recommend that you download to the hardware of your access control system at this point. See Chapter 10, “Outbound ports and routes” for information on configuring the ACDB for downloading.

Logging on after RP file import

After the RP file has been imported, you need to log off of the system as the installer and log on as the administrator, using the operator ID and password you wrote down.



The ADMIN1 Operator ID is always used for the first company imported

To log on after an RP file import:

Tip: Operator IDs and passwords are not case sensitive so it makes no difference whether you type in all caps, in lowercase, or in a combination of both.

1. On the Action menu, click Login.

   The Login command logs you off as the installer and then lets you log on as a new operator.
2. Click Login on the ACDB splash screen.
3. Click the OK button to log off as the INSTALLER.
4. Type your operator ID, e.g. ADMIN1.
5. Type your password, e.g. ADMIN.
6. Click OK to log on as the administrator.

Note: The password “ADMIN” should only be used the first time you log on to the ACDB. Once you log on, we strongly recommend that you change the password. ADMIN1 is the operator ID you use to create all other operators. See Chapter 8, “Operators.”

After you log on, the program displays the ACDB window with all features and functions active.

Importing an RP file into an existing company

You'll need to import an RP file into an existing company whenever:

- You change the configuration of your access control system
- You import a new SDU project into your company

Modifications to the existing SDU project

There may come a time when the configuration of your company's access control system (referred to as an SDU project) is changed or modified. Any changes to the company, site, buildings, partitions, KPDISPs, or CRCs requires an updated RP file. Import the updated RP file into the existing company and the existing site. Possible changes include the following:

- Changes to the existing hardware of your SDU project
- The addition of hardware to your SDU project
- The removal of hardware from your SDU project

Note: To import the SDU project into the existing company in the ACDB, the SDU project must be the same project file that was originally imported. You cannot recreate the project in the SDU and then import it into the existing company.

Importing into an existing company is much the same as importing a new RP file, except that the imported information goes into the existing company and existing site. This replaces the old company information with the new information. Importing an RP file into an existing company and existing site has no impact on your existing ACDB database.

After the updated RP file has been imported, the ACDB displays your new hardware configuration in the Administration > System > Hardware View tab.

Note: You can only import an RP file into an existing company when logged on to the ACDB as an administrator (ADMIN1).

To modify the existing SDU project:

1. Log on to the system as the administrator.
2. From the file menu, click Import > RPM Configuration Information.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

3. Locate and select the updated RP ZIP file you want to import then click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.

5. Click OK.
6. In the Options tab, click an Update Option, then click Done.

Note: The overwrite options do *not* apply to the hardware of your access control system. All CRCs and KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and building address and building contact information.

7. Click OK.
8. Click OK to confirm the completion of importing.

Importing a new SDU project

If your company has more than one SDU project, both projects can be maintained in a single ACDB database. Each SDU project is represented by a single RP file. After the first RP file is imported, the additional RP files are imported into the existing company. Both projects are maintained in a single ACDB database.

There are two ways to import a new SDU project into the ACDB:

- Import the new SDU project into a new site
- Import the new SDU project into the existing site

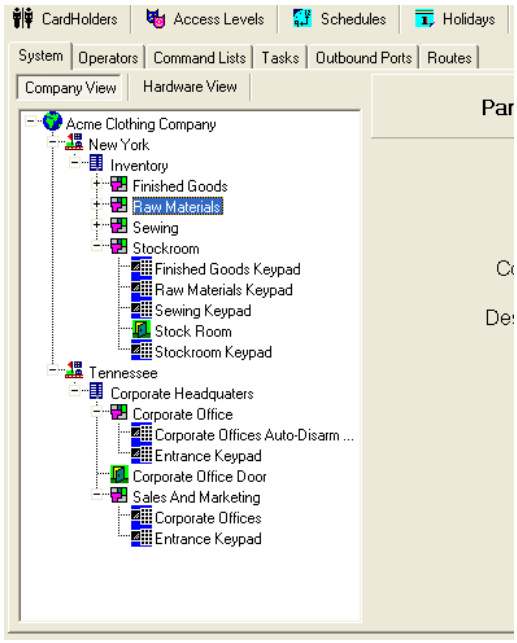
If your additional SDU project represents a separate location, then import the RP file into a new site.

Example**:** A company has two different locations of operation. One is in New York and the other is in Tennessee. Each site has a separate RP file both are maintained in a single database.

If your additional SDU project represents a separate project from the same building, then import the RP file into the existing site.

Example: A large site contains two SDU projects. Each project is imported into the ACDB separately. Both projects can be maintained with a single ACDB database.

Note: You can only import an RP file into an existing company when logged on to the ACDB as an administrator.



Company view with multiple sites New York and Tennessee

To import a new SDU project:

1. Log on to the system as the administrator.
2. From the file menu, click Import > RPM Configuration Information.
3. Locate and select the updated RP ZIP file you want to import then click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.
5. Click OK to confirm that you are importing a new SDU project.
6. Type the new site or select the existing site then click OK.

   Type the new site for a project from a separate location.

   Select the existing site if the project is from the same building.
7. If you selected an existing site, select an existing building where the project is located.

   A project being imported into an existing building can contain no more than one building.
8. Select the language.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

9. In the Options tab, click an Update Option, then click Done.

Note: The overwrite options do *not* apply to the hardware of your access control system. All CRCs and KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and building address and building contact information.

9. Click OK.

10. Click OK to confirm the completion of importing.

Upgrading a nonintegrated access control system

The ACDB allows you to upgrade a nonintegrated access control system to an integrated system by allowing merging of CRCs. Merging CRCs moves all the access control data (access levels, schedules, and cardholders) from a nonintegrated system to an integrated system without having to recreate or download the information. The existing CRCs are simply rewired to the 3-SAC of the integrated control panel. To upgrade your nonintegrated access control system begin by following the steps below.

To upgrade a nonintegrated access control system:

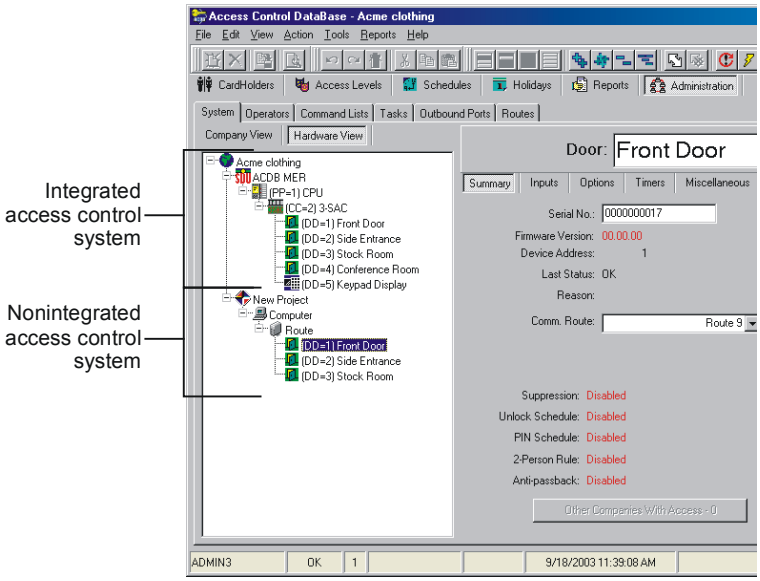
1. Upgrade the ACDB-KE to ACDB8, ACDB8+, or ACDB-SVR.
2. Back up the ACDB database. See Chapter 5, “Administrator operations,” for more information.
3. Enter and configure the existing nonintegrated CRCs into the SDU. Make sure the correct serial number is entered into the SDU for each existing CRC.
4. Create and export the RP file from the SDU with the existing CRCs and any additional hardware.
5. Import the RP file into the upgraded ACDB. See “Importing an RP file into an existing company,” in this chapter.
6. Merge the nonintegrated CRCs into the newly imported integrated access control system. The ACDB merges the CRCs with matching serial numbers. See ”Merging a nonintegrated CRC,” below.
7. Wire the existing nonintegrated CRCs to the 3-SAC on the integrated control panel.
8. Download from the SDU to the CRCs.

Note: When you download from the SDU to the CRCs, all cardholder data is removed from the CRC.

9. Run a Hardware Initialization task for each merged CRC. For more information on the Hardware Initialization task see Chapter 9, “Tasks.”

Merging a nonintegrated CRC

The ACDB merges nonintegrated CRCs to integrated CRCs by matching the CRCs serial numbers.



The Hardware View, showing both integrated and nonintegrated systems

The Hardware view clearly shows the existing nonintegrated access control system and the newly imported integrated access control system. Each CRC from the nonintegrated system can now be merged with the integrated system. Merging maintains all the CRC's access control information.

To merge a nonintegrated CRC:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Hardware View tab.
3. Select the nonintegrated CRC you want to merge.
4. Right-click the nonintegrated CRC then click Merge CRC.
5. Save the CRC information.

Deleting an SDU project and a site

Each RP import represents an SDU project and a site. A company in the ACDB can contain multiple projects and sites. If needed, you can delete an SDU project from the ACDB database. Deleting the SDU project does not delete any data from the database but removes all buildings, partitions, CRCs, and KPDISPs associated with the project.

After the SDU project has been deleted, you can delete the associated site. The site cannot be deleted until you have deleted the SDU project. Deleting a site removes the site name from the company tree.

To delete an SDU project and a site you must log on as the administrator or the installer.

Note: If cardholders have an access level that has CRCs and KPDISPs in the SDU project being deleted, the cardholder status may become inaccurate.

To delete an SDU project and a site:

1. Log on to the ACDB as the administrator or the installer.
2. Click the Administration > System > Hardware View tab.
3. Select the SDU icon that you want to delete.
4. From the File menu, click Delete or click the Delete button on the toolbar.
5. Click Yes to delete the SDU project.
6. Click OK.
7. Click the Company View tab.
8. Select the associated site.
9. From the File menu, click Delete or click the Delete button on the toolbar.
10. Click OK.

Deleting a company

If needed, you can delete a company from the ACDB database. A company represents all RP imports including all sites, buildings, partitions, CRCs, KPDISPs, and MODCOMs. Deleting the company removes all RP files and data from the database (cardholders, access levels, schedules, and holidays). After the company has been deleted, you can import an RP file that contains the correct information for your company.

To delete a company you must log on to the ACDB as the installer. Refer to Chapter 2, “Getting started” for information on how to log on as the installer.

To delete a company:

1. Log on to the ACDB as the installer.
2. Select the company icon that you want to delete.
3. From the File menu, click Delete or click the Delete button on the toolbar.
4. Click Yes to delete the RP file.

The ACDB shuts down after deleting the RP file. Simply restart the ACDB to continue operations.

Chapter 4

Setting up a nonintegrated access control system

Summary

This chapter defines the process for creating a nonintegrated access control system. Not all of the ACDB's features and functions become active until a nonintegrated company is created.

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- Creating a nonintegrated company and site • 4.2

Logging on after creating a nonintegrated company • 4.5

Building your nonintegrated access control system • 4.6
- Creating a nonintegrated site • 4.6
- Creating a nonintegrated building • 4.7
- Creating a nonintegrated partition • 4.8
- Creating a nonintegrated CRC loop • 4.9
- Creating a nonintegrated CRC • 4.11

Deleting components of an nonintegrated access control system • 4.13
- Deleting a nonintegrated CRC • 4.13
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Creating a nonintegrated access control system

A *nonintegrated access control system* is made up of a computer running the ACDB-KE and Card Reader Controllers (CRCs) that are directly connected to that computer. It is a system where the company, project, site, buildings, partitions, CRC loops, and CRCs are created and configured within the ACDB software.

To add a nonintegrated company, you must log on as the installer. After you add the company, the system automatically assigns an administrator ID and password. The administrator can now log on to the software and has all privileges for the ACDB.

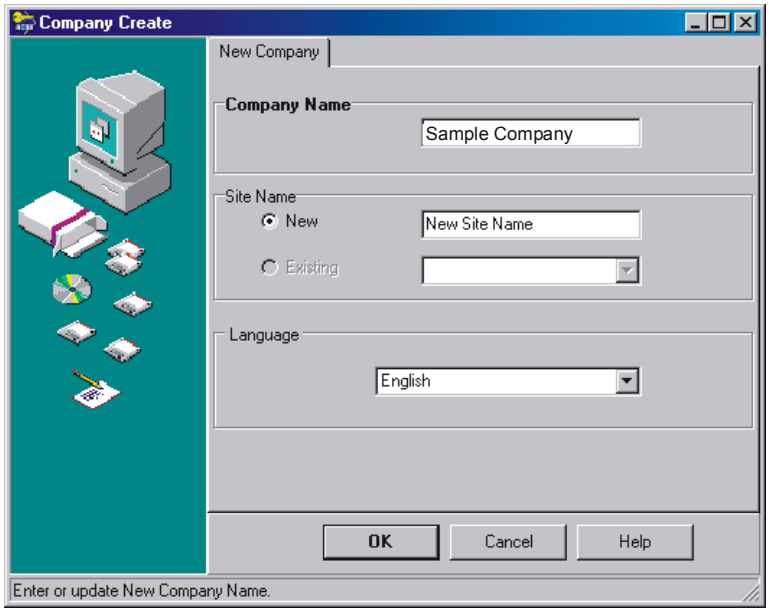
Creating a nonintegrated company and site

The ACDB can have one or more companies. Each company can be nonintegrated or integrated. All nonintegrated companies are created within the ACDB. To create a nonintegrated company you must be logged on to the ACDB as the installer.

Each nonintegrated company has an associated site. A site represents the physical location of the buildings in the access control system. A company with more than one location will have one site for each location.

Language

The ACDB supports multiple languages. When creating a nonintegrated company, you select the language for the ACDB. This selection sets the ACDB default language and the language for the ADMIN1 operator.



Before using the ACDB you must create a new company and site, using the Company Create dialog box

To create a nonintegrated company and site:

1. Log on to the ACDB as the installer.
2. From the file menu, click New Company.
3. Type a company name.
4. Type a site name.

   The site is new, since this is a new company. An example of a site name is Chicago Campus or North Campus.
5. Select the language.
6. Click the OK button.

   Note: The system displays the administrator operator ID and password. Record these in a safe place.
7. Click OK.

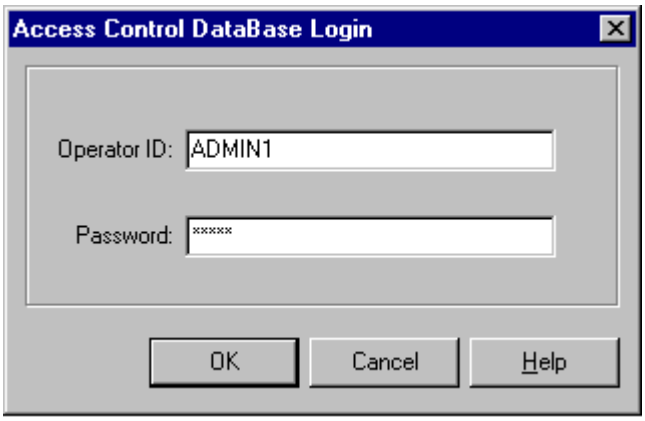
After adding a nonintegrated company and site, log on to the ACDB as the administrator. Once logged on as the administrator, you can add company information to the ACDB. Company information includes:

- Company address
- Default card format
- Default facility code
- Company contact information

You also must be logged on to the ACDB as the administrator to enter company information, add additional sites, add buildings, and add CRCs.

Logging on after creating a nonintegrated company

After the nonintegrated company has been created, you need to log off of the system as the installer and log on as the administrator, using the operator ID and password you wrote down.



The ADMIN1 Operator ID is always used for the first company created

To log on after creating a nonintegrated company:

Tip: Operator IDs and passwords are not case sensitive so it makes no difference whether you type in all caps, in lowercase, or in a combination of both.

1. On the Action menu, click Login.

   The Login command logs you off as the installer and then lets you log on as a new operator.
2. Click Login on the ACDB splash screen.
3. Click the OK button to log off as the INSTALLER.
4. Type your operator ID, e.g. ADMIN1.
5. Type your password, e.g. ADMIN.
6. Click OK to log on as the administrator.

Note: The password "ADMIN" should only be used the first time you log on to the ACDB. Once you log on, we strongly recommend that you change the password. ADMIN1 is the operator ID you use to create all other operators. See Chapter 8, "Operators."

After you log on, the program displays the ACDB window with all features and functions active.

Building your nonintegrated access control system

After you have created a nonintegrated company and logged on to the ACDB as the administrator, you are now ready to create the components of your installed nonintegrated access control system. This includes:

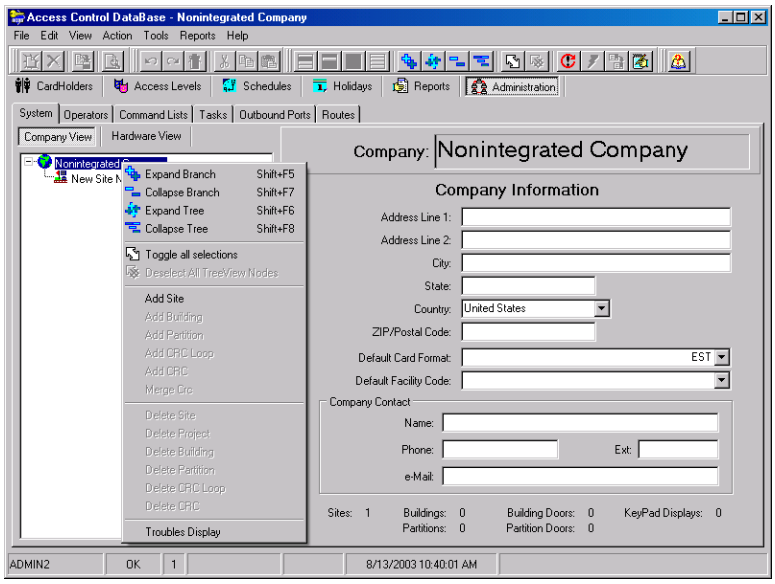
- Sites
- Buildings
- Partitions
- CRC loops
- CRCs

In order to accurately create your access control system, you must know how your system installer has installed the CRCs of your system. For each CRC you need to know the following:

- The site the CRC is installer in
- The building the CRC is installed in
- If using partitions, the partition the CRC is in
- What loop the CRC is wired to
- The CRC serial number and name

Creating a nonintegrated site

Each nonintegrated company has at least one associated site. A site represents the physical location of the buildings in the access control system. If your company has more than one location, you can add additional sites for each location.



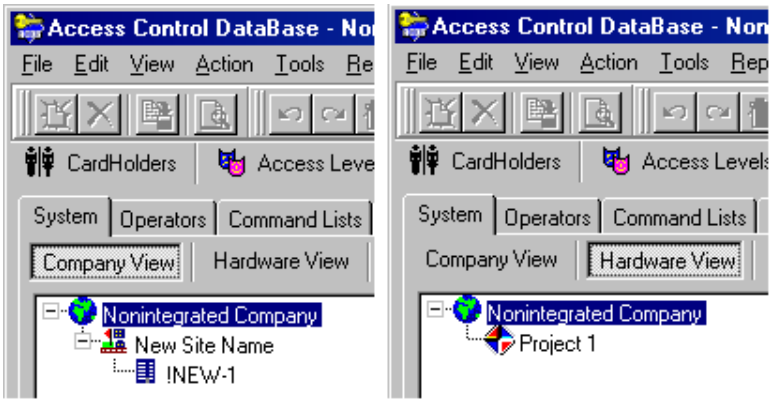
Additional sites can be added by right-clicking on your company, then clicking Add Site

To create a nonintegrated site:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the company in the company view tree.
4. Right-click the company then click Add Site.
5. Enter a name for the new site in the right pane.
6. Save the site information.

Creating a nonintegrated building

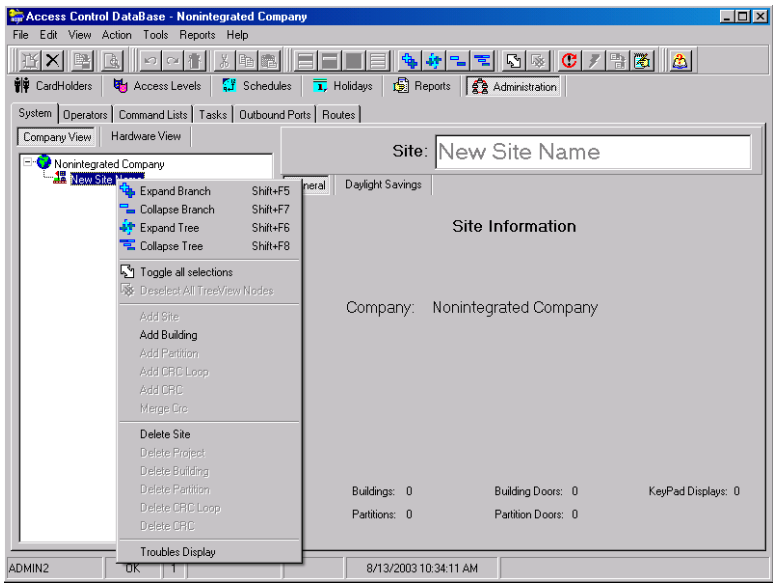
Nonintegrated buildings are created within the ACDB. Partitions and CRCs are assigned to the individual buildings in which they reside. Depending on your facility's configuration your site may have one or more buildings.



Each building added in the Company View tab adds an associated project in the Hardware View tab

Once the building has been added, you can enter the building's address and contact information. Building information includes:

- Company address
- Company contact information



Buildings can be added by right-clicking on your site, then clicking Add Building

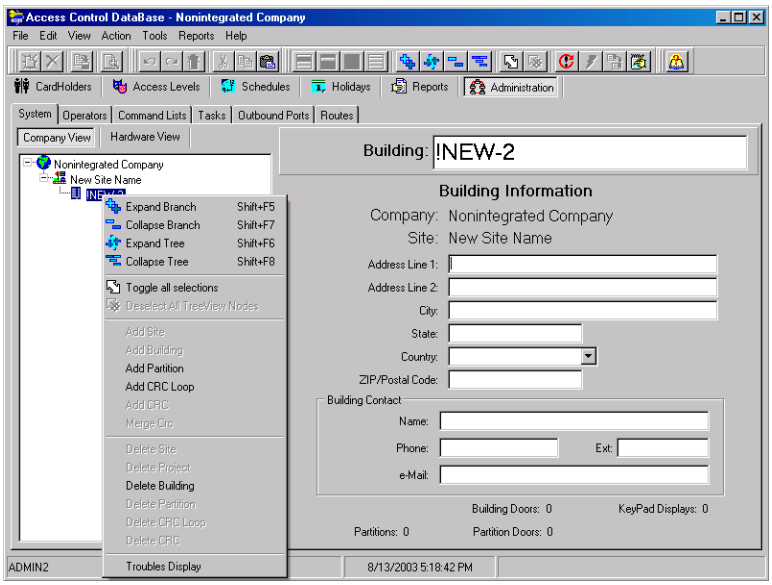
To create a nonintegrated building:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the site in the company view tree.
4. Right-click the site, then click Add Building.
5. Select the building and add the building information in the right pane.
6. Save the building information.

Creating a nonintegrated partition

A nonintegrated partition allows you to group CRCs together. Grouping your CRCs into a nonintegrated partition gives you the ability to select all the CRCs in *that* partition for assigning a schedule. Nonintegrated partitions have no security properties.

Note: The use of nonintegrated partitions is optional. Nonintegrated partitions should only be used by advanced users of the ACDB.



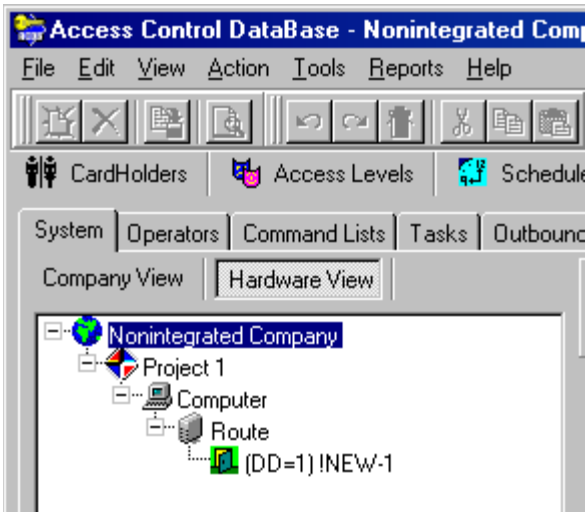
Partitions can be added by right-clicking on a building, then clicking Add Partition

To create a nonintegrated partition:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the building in the company view tree.
4. Right-click the building, then click Add Partition.
5. Select the partition and edit the partition name.
6. Save the partition information.

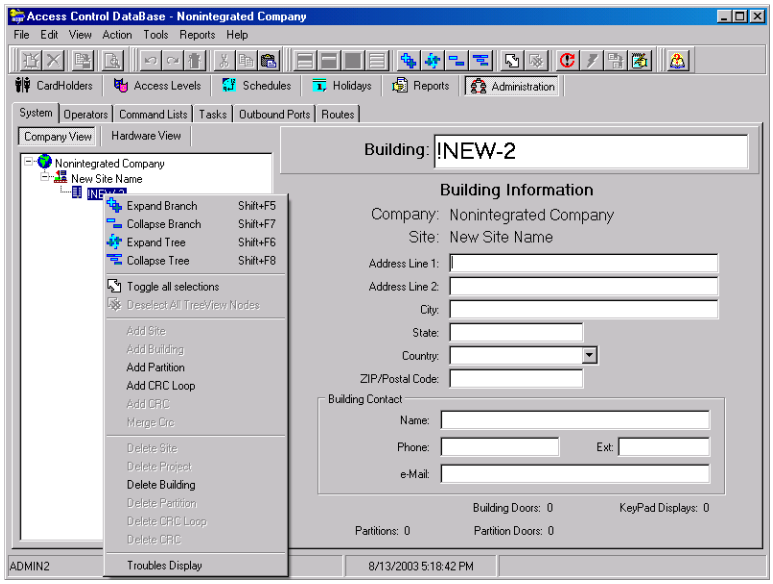
Creating a nonintegrated CRC loop

Before adding a CRC you must add a CRC loop. The CRC loop adds the communication hardware needed for the CRCs to communicate to the ACDB. When the CRC loop is added, it also adds a single CRC to the loop. You can configure this CRC as any door in your system. The hardware that is added to support each CRC loop is shown in the hardware view. See the figure below.



Adding a CRC loop adds a computer, a route, and a CRC. The computer and route are only shown in the Hardware View tab and not shown in the Company View tab.

The CRC represents a single door in your access control system. After the CRC loop has been added you can add additional CRCs to this loop or a new CRC loop.



A CRC loop can be added by right-clicking on your building or partition, then clicking Add CRC Loop

To create a CRC loop:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.

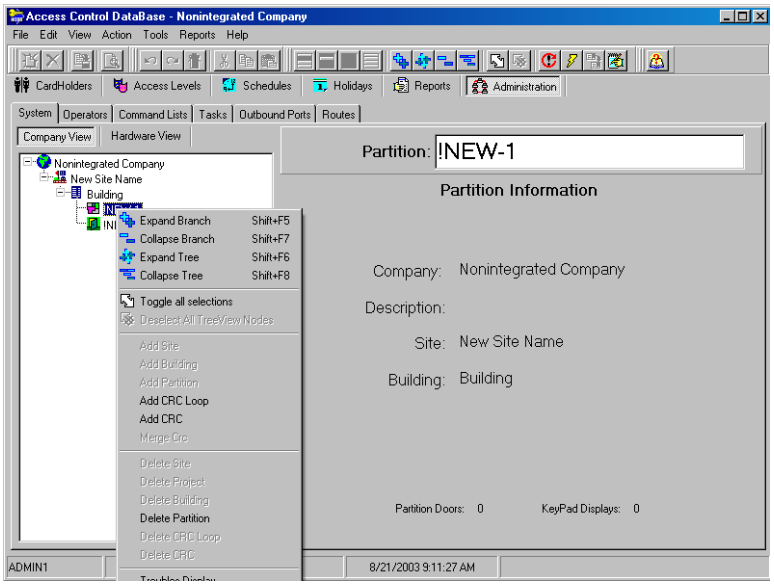
3. Select the building or partition in the company view tree.
4. Right-click the building or partition, then click Add CRC Loop.
5. Enter the serial number for the CRC.
6. Select the new CRC and edit the CRC name (the name of the door).
7. Save the CRC information.

Creating a nonintegrated CRC

After adding a CRC loop, you can add individual CRCs to the CRC loop. Each CRC represents a door in your access control system.

To configure the CRCs refer to Chapter 7, “Nonintegrated system and hardware configuration.”

Note: Nonintegrated CRCs must have firmware 1.5 or higher.



CRCs can be added by right-clicking on your building, partition or CRC, then clicking Add CRC

To create a nonintegrated CRC:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the building, partition or CRC in the company view tree.

4. Right-click the building, partition, or CRC, then click Add CRC.
5. Enter the serial number for the CRC.
6. Select the new CRC and edit the CRC name (the name of the door).
7. Save the CRC information.

Deleting components of a nonintegrated access control system

Just as you can add components within the ACDB, you can also delete them. You must be logged on to the ACDB as the administrator to delete CRCs, CRC loops, partitions, buildings, and sites. To delete a company you must be logged on to the ACDB as the Installer.

Deleting a nonintegrated CRC

Deleting a nonintegrated CRC removes the door from your access control system.

Note: If you have downloaded cardholders to a CRC that you delete, those cardholders will no longer have access to that CRC.

To delete a nonintegrated CRC:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the nonintegrated CRC that you want to delete.
4. Right-click the CRC, then click Delete CRC.

Tip: You can delete a CRC from the Company View tab or the Hardware View tab.

Deleting a nonintegrated CRC loop

A CRC loop cannot be deleted if more than one CRC exist on the loop. Deleting a CRC loop removes the computer, the route, and a single CRC from your access control system.

To delete a nonintegrated CRC loop:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Hardware View tab.
3. Select the nonintegrated route that you want to delete.
4. Right-click the route, then click Delete CRC Loop.

Tip: You can only delete a CRC loop from the Hardware View tab.

Deleting a nonintegrated partition

You can only delete a partition from the Company View tab. Deleting a partition removes the partition from the company tree.

Note: Before deleting a partition, remove all CRCs that are in that partition by assigning them to a building or deleting them.

To delete a nonintegrated partition:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.

Tip: You can only delete a Partition from the Company View tab.

3. Select the nonintegrated partition that you want to delete.
4. Right-click the partition, then click Delete Partition.

Deleting a nonintegrated building

Before you can delete a building, all partitions, CRC loops, and CRCs in that building must be deleted. Deleting the building from your access control system removes the building and its information from the Company View tab.

To delete a nonintegrated building:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the nonintegrated building that you want to delete.
4. Right-click the building, then click Delete Building.

Tip: You can only delete a Building from the Company View tab.

Deleting a nonintegrated project

Each building created in the ACDB has an associated project that is shown in the Hardware View tab. If needed, you can delete a project from the ACDB database. Deleting the project does not delete any cardholder data from the database but removes the computer, route, partitions, CRC loop, and CRCs associated with the project.

Note: If you have downloaded cardholders to the CRCs in your project, those cardholders will no longer have access after the project is deleted.

To delete a nonintegrated project:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Hardware View tab.
3. Select the nonintegrated project that you want to delete.
4. From the File menu, click Delete or click the Delete button on the toolbar.
5. Click Yes to delete the nonintegrated project.

Tip: You can also delete a project from the Hardware View tab by right-clicking, then clicking Delete Project.

Deleting a nonintegrated site

Deleting a site removes the site name from the company tree. Before a site can be deleted all buildings associated with that site must be deleted.

To delete a nonintegrated site:

1. Log on to the ACDB as the administrator.
2. Click the Administration > System > Company View tab.
3. Select the nonintegrated site that you want to delete.
4. From the File menu, click Delete or click the Delete button on the toolbar.

Tip: You can also delete a site from the System View tab by right-clicking, then clicking Delete Site.

Deleting a nonintegrated company

If needed, you can delete a company from the ACDB database. A company represents all objects, both integrated and nonintegrated, including all sites, buildings, partitions, and CRCs.

Caution: Deleting the company removes all data from the database (cardholders, access levels, schedules, and holidays).

After the company has been deleted, you can import a RP file or create a nonintegrated company that contains the correct information for your company.

To delete a company you must log on to the ACDB as the Installer. Refer to Chapter 2, “Getting Started” for information on logging on as the installer.

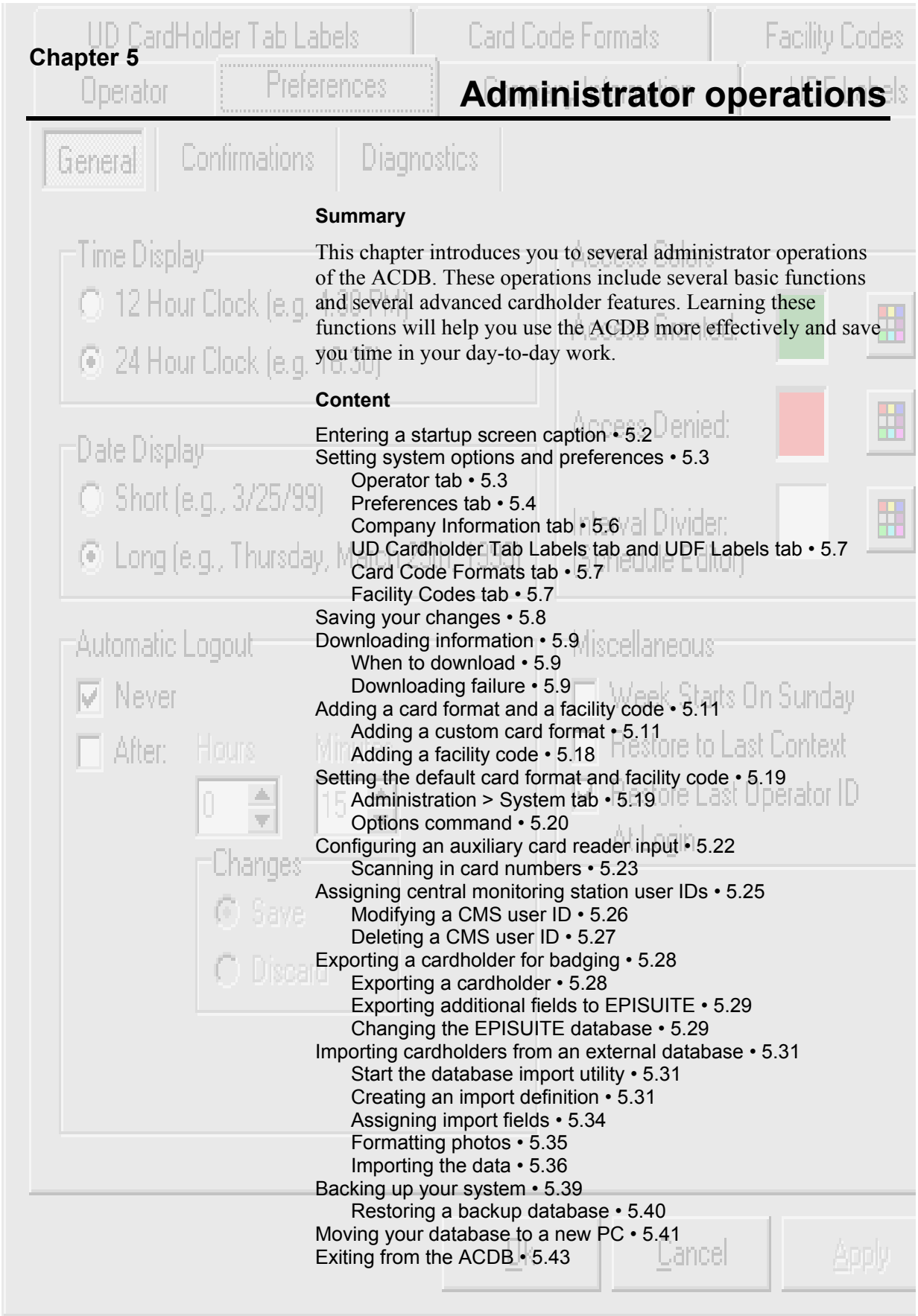
To delete a company:

1. Log on to the ACDB as the Installer.
2. Select the company icon that you want to delete.
3. From the File menu, click Delete or click the Delete button on the toolbar.
4. Click Yes to delete the RP file.

The ACDB shuts down after deleting the company. Simply restart the ACDB to continue operations.

Chapter 5

Administrator operations



Summary

This chapter introduces you to several administrator operations of the ACDB. These operations include several basic functions and several advanced cardholder features. Learning these functions will help you use the ACDB more effectively and save you time in your day-to-day work.

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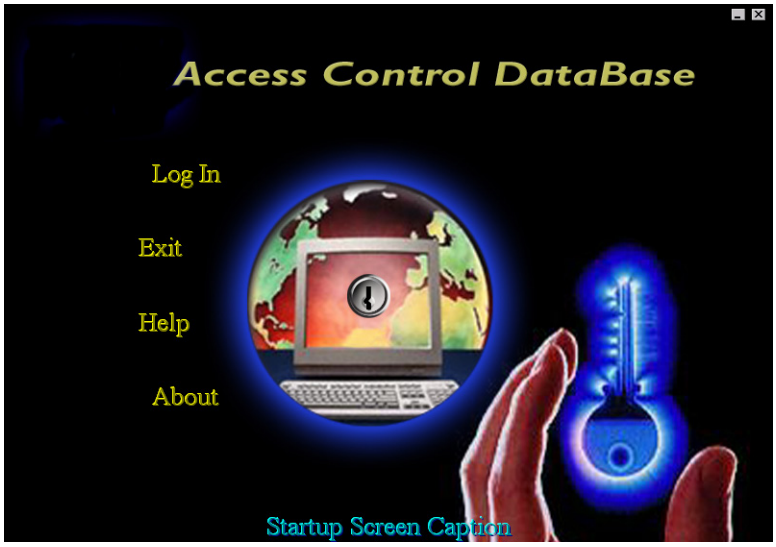
Entering a startup screen caption

When you open the ACDB program, it displays the startup screen, as shown below. The startup screen has a caption at the bottom. You can edit the caption to suit your needs. The caption can contain up to forty characters.

Note: Normally your integrated system installer enters the caption for you. In order to enter or edit the startup screen caption you must be log on to the software as the installer. Refer to Chapter 2, “Getting started” for further information on logging on as an installer.



Startup screen with sample caption

Entering a startup screen caption:

Tip: Press Alt + T, O to launch the Option dialog box.

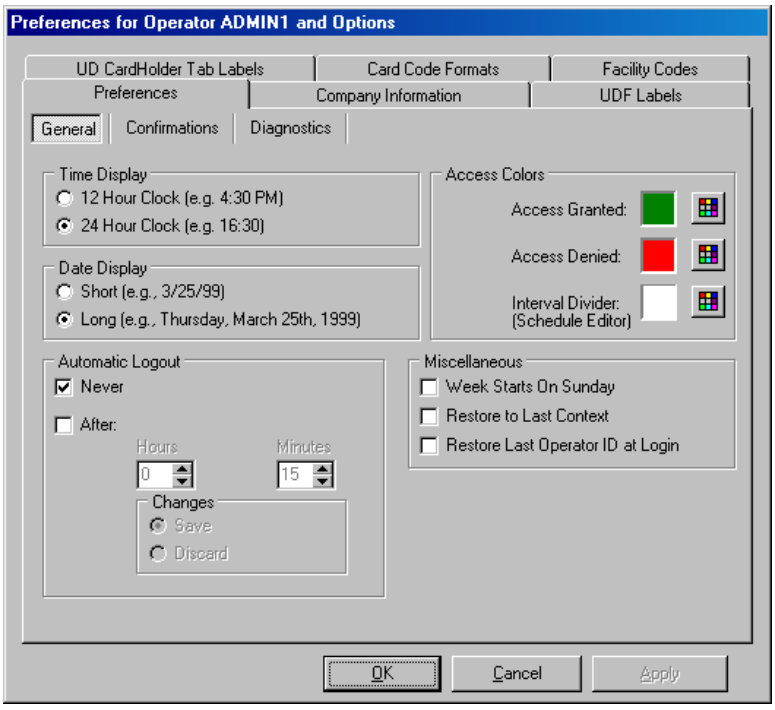
1. Log on to the ACDB as the installer.
2. From the Tools menu, click Options.
3. Click the Installer tab.
4. In Splash Caption, type the caption text, as you want it to appear on the start screen.
5. Click Apply.
6. Click OK.

The next time you start the ACDB, the ACDB displays the modified caption at the bottom of the startup screen.

Setting system options and preferences

Selecting Options from the Tools menu lets you create and modify many system options and preferences. These include:

- Current operator information and password (only appears for operators with no operator edit privileges)
- ACDB preferences for current operator
- Company address, contact information, and defaults
- User Defined Field (UDF) labels configuration
- User Defined (UD) cardholder tab configuration
- Card code format configuration
- Facility code configuration



Preferences and options dialog box for ADMIN1

Operator tab

The Operator tab only appears for operators with no operator edit privileges. This tab lets you view information for the operator currently logged on. You can also change the operator's language and password using this tab.

The Operator tab also shows the date and time for the current operator's last session. See Chapter 8, "Operators" for detailed information regarding operators.

Preferences tab

Preferences are set for the current operator of the ACDB. Operators can set their own preferences. The Preference tab is divided into three subtabs:

- General
- Confirmations
- Diagnostics

General tab

The General tab has the following fields:

- Time Display: Determines whether time is displayed in 12 hour or 24-hour format.
- Date Display: Determines whether dates are displayed in short or long date format.

  Example of long date: Thursday, January 11th, 2001
  Example of short date: 01/11/01
- Automatic Logout: Sets the program to automatically log you off after a specified time. Allows changes to be saved or discarded when automatic logout is engaged.
- Access Colors: Defines the colors of the time bars used for schedules. See Chapter 5, “Schedules,” in the *Access Control Database User Manual* for detailed information.

In addition there is a group of fields called Miscellaneous options. This includes:

- Weeks Start On Sunday: Determines the starting day (Sunday or Monday) for calendars.
- Restore to Last Context: To be operational on future releases of the ACDB.
- Restore Last Operator ID at Login: Retains your login ID when logging on to the software.

Confirmations tab

For some actions, the system displays a confirmation dialog box. You can choose whether or not the system displays confirmation dialogs for the following actions:

- Deleting photos
- Adding schedules to an access level
- Deleting schedules to an access level
- Setting privileges to an access level
- Resetting privileges to an access level
- Adding command lists to an access level
- Deleting command lists from an access level

Diagnostics tab

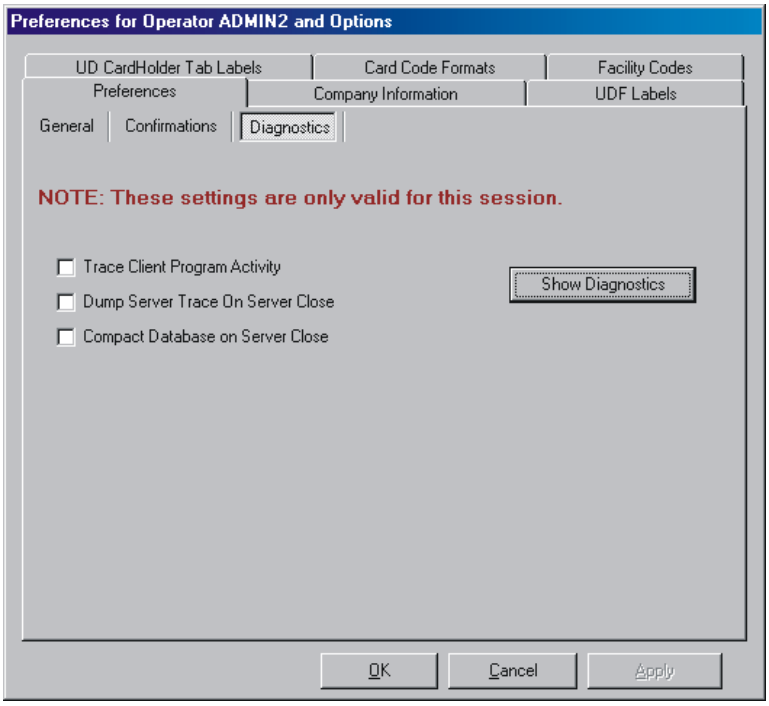
The Diagnostics tab provides diagnostic information for client activity within the ACDB. It contains three check boxes.

- Trace Client Program Activity
- Dump Server Trace On Server Close
- Compact Database on Server Close

Only use Trace Client Program Activity and Dump Server Trace on Server Close when directed by technical support.

Compact Database on Server Close ensures optimal performance of the ACDB and should be performed on a regular basis. As you run the ACDB, the database can become fragmented and use disk space inefficiently. When you check Compact Database on Server Close, the ACDB compacts the database and rearranges files more efficiently when you exit the program. The Compact Database on Server Close is cleared each time you exit from the ACDB, and must be checked each time you want to compact the database.

Note: Compact is automatically performed when you backup the ACDB database. For more information, see "Backing up your system" in this chapter.



The Diagnostics tab lets you compact your ACDB database when the application is closed

Company Information tab

The Company Information tab has two subtabs, General and Defaults. The General tab is for company address, contact information, and default language. The Default tab is where the default card format and facility code are set. The Default tab also offers a configuration button for an auxiliary card reader input.

General tab

Company information is the information specific to the owner and controller of the entire site. This information includes the company address and contact information.

Typically, the Resource Profile (RP) file provides company information. The company information is imported into the ACDB along with your access control system information, but you can revise the imported information as required. See Chapter 3, “Setting up an integrated access control system” for further information.

The ACDB supports multiple languages. The language set for the company is the default language for each operator of the ACDB. Operator languages can be changed for each individual operator.

Note: If you make changes to the company information, contact your integrated system installer and inform him of the corrections. For installer contact information, click the Hardware View tab and the SDU icon in your company tree. The installer will need the information to correct his records for future contact with you.

Default

For each cardholder you assign a card format and possibly a facility code. Some cards formats do not require a facility code. The majority of cardholders will be using the same card format and facility code. Once you know the card format and facility code for your access control system, you can set them as the defaults.

Each new cardholder added will be assigned the default card format and facility code. This avoids having to select the same card format and facility code for every new cardholder.

For further information on setting the default card format and facility code, refer to “Setting the default card format and facility code,” in this chapter.

You can also configure an auxiliary card reader input. A card reader input device gives you the ability to scan a card number into the cardholder file, instead of manually entering it. The card is simply scanned with a standard card reader and the card number is inserted into the cardholder file. For further

information on configuring an auxiliary card reader input, refer to “Configuring an auxiliary card reader input,” in this chapter.

UD Cardholder Tab Labels tab and UDF Labels tab

The next tabs are the User Defined (UD) CardHolder Tab Labels and User Defined Fields (UDF) Labels. These tabs let you define additional custom tabs and fields for cardholders. The UD cardholder tab label lets you define up to three custom cardholder tabs. Each tab supports ten custom fields.

The UDF Labels tab lets you define up to ten custom fields per tab. This lets you customize the field labels for your unique requirements. The fields can be labeled for internal company training dates, pay levels, or contact information.

For further information, see Chapter 8, “Cardholders,” in the *Access Control Database User Manual.*

Card Code Formats tab

The ACDB supports access cards in standard Wiegand formats. The Wiegand format is binary encoded data that uniquely defines cardholders across multiple sites and companies.

The following list shows the card formats defined for you by the ACDB. These card formats can not be modified.

- 26 Bit Wiegand Compatible
- 26 Bit Wiegand SIA Compatible
- 26 Bit Wiegand Standard
- 32 Bit Wiegand Compatible
- 34 Bit Wiegand Compatible
- 38 Bit Wiegand Compatible

If your access cards are in a different card format than the ones listed above, you can create a custom card format. See “Adding a card format and a facility code,” in this chapter for detailed information on how to add a custom card code format.

Facility Codes tab

Some access card formats need a facility code to complete their access card number. The ACDB adds the facility code to the access card number when downloaded to the hardware of your access control system. Facility names and facility codes are specified in Tools > Options > Facility Codes.

The Facility Codes tab provides a listing of the codes currently used in your system. You may add to this list or delete facility codes no longer in use. See “Adding a card format and a facility code,” in this chapter.

Saving your changes

Tip: A tab with an asterisk (*) on either side of the tab name shows that information on the tab has been modified but not saved.

When the information is saved the asterisks are removed.

Tip: Press Alt + F, S to save.

Saving is very important to maintain correct and current data in your access control system. Saving is the only way to update the database with any changes or additions that you make. An item is not recognized as a permanent record until it is saved.

To save your changes:

1. On the File menu, click Save, or click the Save button on the toolbar.

Note: When you save data within a tab of the ACDB, only the information in that tab is saved.

If information is not saved and you try to exit from the ACDB, a dialog box is displayed reminding you to save before exiting.

Downloading information

Once information has been entered into the ACDB, the data must be downloaded to your access control system. Only after the information has been downloaded will cardholders be able to gain access.

Any time changes are made to the ACDB that affect your access control system, the revised data must be downloaded to your access control system. No changes will be active in the CRCs or KPDISPs until they are downloaded.

Each time the ACDB communicates with a nonintegrated CRC, the time in the CRC is updated to the current time of the PC running the ACDB-KE.

For you to be able to download to the CRCs and KPDISPs, the Outbound port and Route of the ACDB must be configured. For further information, see Chapter 10, “Outbound ports and routes.”

You can download changes to your system at any time or from any tab within the software. Make sure all information has been saved before downloading.

Note: Construction cards will no longer allow access once data is downloaded to the CRCs.

To download changes to CRCs and KPDISPs:

1. From the File menu, click Send Changes, or click the Send Changes button on the toolbar.

Note: For integrated systems, verify that the date and time are correct at the system panel. An incorrect date and time causes incorrect operation of the access control system.

When to download

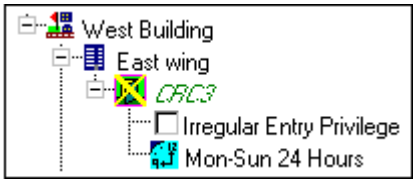
To improve the performance of the ACDB, we recommend that you download at specific times while setting up your database. Here are the times when you should download.

- After importing your company’s RP file or setting up your nonintegrated access control hardware
- After creating and activating each 100 cardholders

Downloading failure

When a yellow X is displayed over a CRC or KPDISP this indicates that the system failed to download to this CRC or KPDISP. This can be seen from the tree view in the Access Levels tab and the Administration > System tab.

If you see a yellow X over a CRC or a KPDISP, confirm that the device has not been removed from your system and that it is functioning properly. Also, confirm that you have configured your outbound ports and routes properly.



The yellow X over CRC3 shows that the ACDB could not download to it because of a communication error

Adding a card format and a facility code

When a cardholder's access card is downloaded to a CRC, the ACDB sends a derived bit code that has been translated according to the card format. The card format translates the card number into a string of bits that the CRC recognizes when the access card is presented.

Some existing access cards include a facility code. If your access card includes a facility code, it can be added to the card format. This is dependent upon the access card being used.

The ACDB contains definitions for the Wiegand card formats. These formats can not be edited or deleted. They are:

- 26 Bit Wiegand Compatible
- 26 Bit Wiegand SIA Compatible
- 26 Bit Wiegand Standard
- 32 Bit Wiegand Compatible
- 34 Bit Wiegand Compatible
- 38 Bit Wiegand Compatible

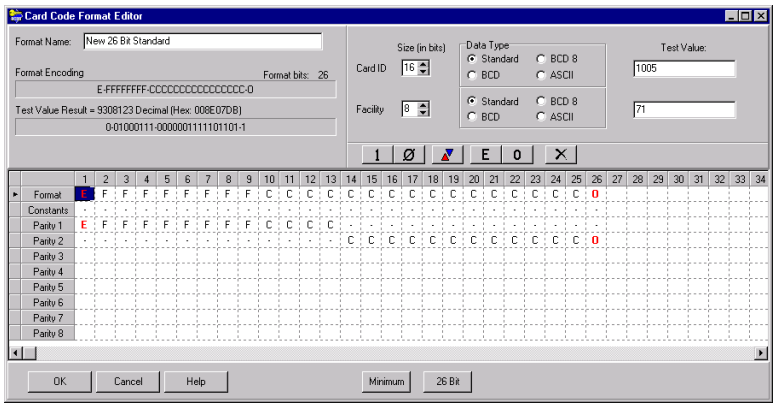
Adding a custom card format

The ACDB contains definitions for the Wiegand card codes. If your company's access cards have a different card format than the ones given, you can create a custom card format.

The card format can be broken down into four parts:

- Card ID
- Facility code
- Constant bit
- Parity bit

Note: When you create a custom card format, it is important to remember that the CRC evaluates only the first 32 characters of the card number. This means you must design your format so that the unique portions of the card number appear within the first 32 positions of the card format.



The Card Code Format Editor dialog box lets you create a custom card format

The Card Code Format Editor toolbar buttons

The Card Code Format Editor dialog box provides buttons to aid you in adding, modifying, and deleting constant bits and parity bits.

Button	Command	Description
	Insert One Bit	Inserts a *one bit* before or after the card ID or facility code. The one is constant and does not change.
	Insert Zero Bit	Inserts a *zero bit* before or after the card ID or facility code. The zero is constant and does not change.
	Toggle Bit	Toggles the constant bit from one to zero and zero to one. Toggles the parity bit from even to odd and odd to even.
	Insert Even Parity	Inserts an *even parity bit* before or after the card ID or facility code
	Insert Odd Parity	Inserts an *odd parity bit* before or after the card ID or facility code
	Delete Bit	Removes any bit from the card code format
	Minimum set button	Sets the card format to a minimum of eight card ID bits
	Standard 26 bit Wiegand set button	Sets the card format to the Wiegand standard 26 bit format. You can use this as a starting point to create a custom format.

Note: The card ID, facility code, constant bit, and parity bit can not total more than 64 bits.

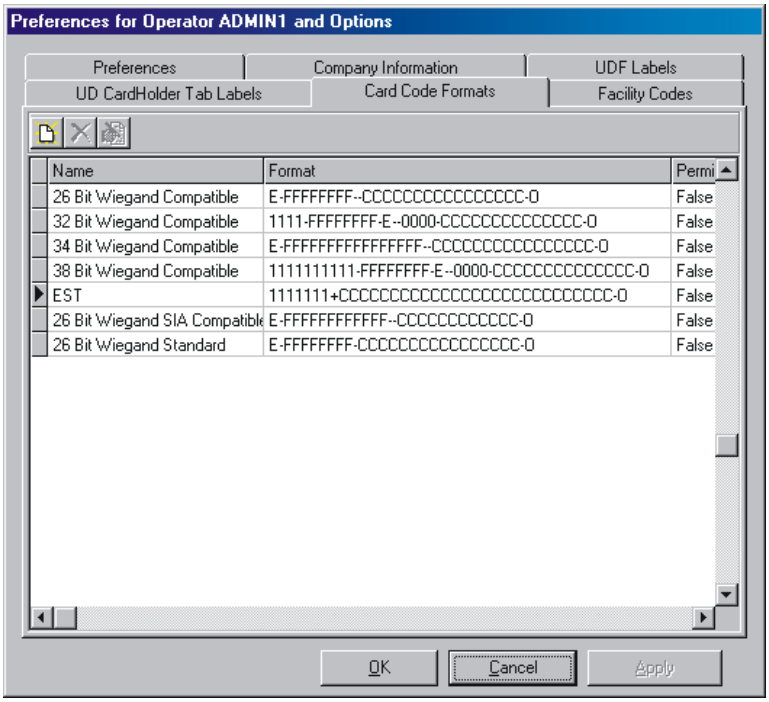
To add a custom card format, you need to:

1. Create a new card format.
2. Specify the card ID format.
3. Specify the facility code format.
4. Specify the constant bits.
5. Specify the parity bits.

Details of each step are given below.

Creating a new card format

If your company's access cards have a different card format than the card formats given, you can create a new card format. All new card formats are created using the Options dialog box.



A new card format is added by clicking the new button on the Card Code Formats tab

To create a new card format:

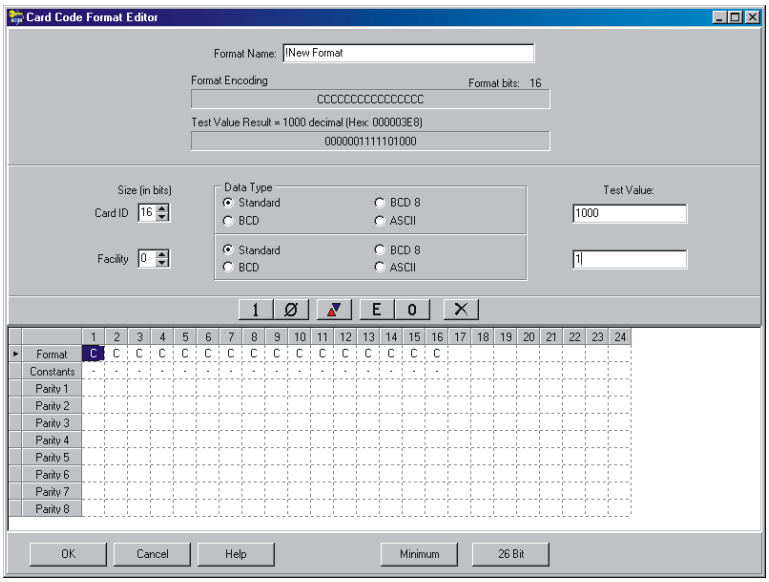
Tip: Press Alt + T, O to launch the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Card Code Formats tab.
3. Click the New button.
4. Type a name for the card format.

Specifying the card ID format

The card ID can have between 4 and 63 bits. It can be one of four data types: standard, binary coded decimal (BCD), BCD 8, or ASCII.

The Test Value box lets you enter a test card ID value. The translated value is displayed for you in the Test Value Result box.



Card Code Format table with a sixteen-bit card ID

To specify the card ID format:

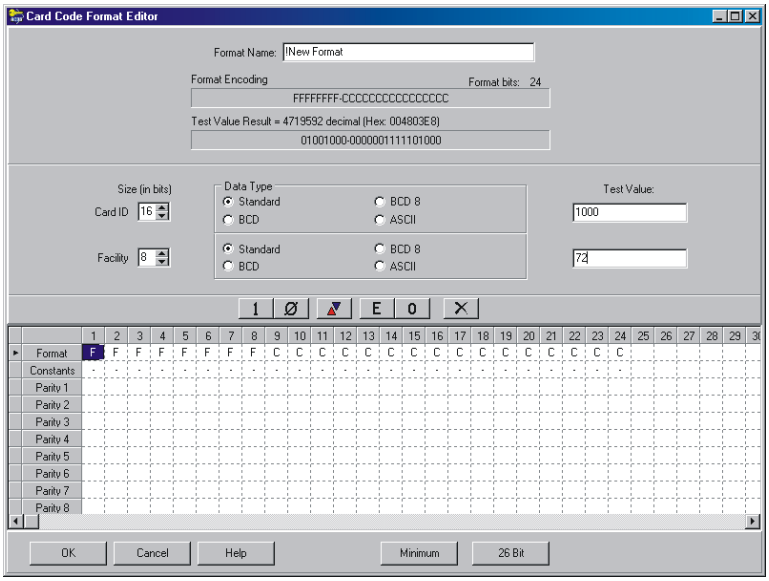
1. In the Card ID Size box, scroll up or down to select the bit size of the card ID. In the Card Code Format table below, the format row displays a C for each card ID bit added.
2. In the Data Type box, click Standard, BCD (Binary Coded Decimal), BCD 8, or ASCII.
3. Type a test value for the card ID (optional).

Specifying the facility code format

The facility code can have between 1 and 32 bits. The facility code can be added to the beginning or end of the Card ID. It can be one of four data types: standard, BCD, BCD 8, or ASCII.

The Test Value box lets you enter a test facility code value. The translated value is displayed for you in the Test Value Result box.

Tip: You can simulate a 64-bit Card ID format by specifying a 63-bit Card ID and a 1-bit constant in position 1.



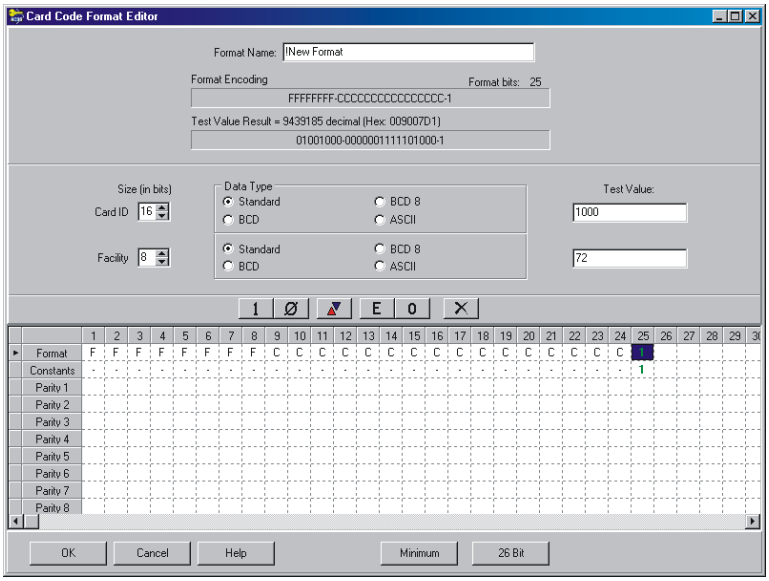
Card Code Format table with a sixteen-bit card ID and an eight-bit facility code placed before the card ID

To specify the facility code format (optional):

1. In the Card Code Format table select the cell in the table where you would like the facility code to be placed. If the facility code is to be placed before the card ID, select a cell in the first half of the card ID. If the facility code is after the card ID, select a cell in the last half of the card ID.
2. In the Facility Size box, scroll up or down to select the bit size of the facility code. Depending on where you have selected the cell in the table, the facility code bits are added to the front or back of the card ID.
3. In the Data Type box, click Standard, BCD (binary coded decimal), BCD 8, or ASCII.
4. Type a test value for the facility code (optional).

Specifying the constant bits

A constant bit is a positive (0) or negative (1) bit that does not change its value. It can be positioned before or after the card ID, or before or after the facility code.



Card Code Format table with a sixteen-bit card ID, an eight-bit facility code, and a one constant bit placed after the card ID

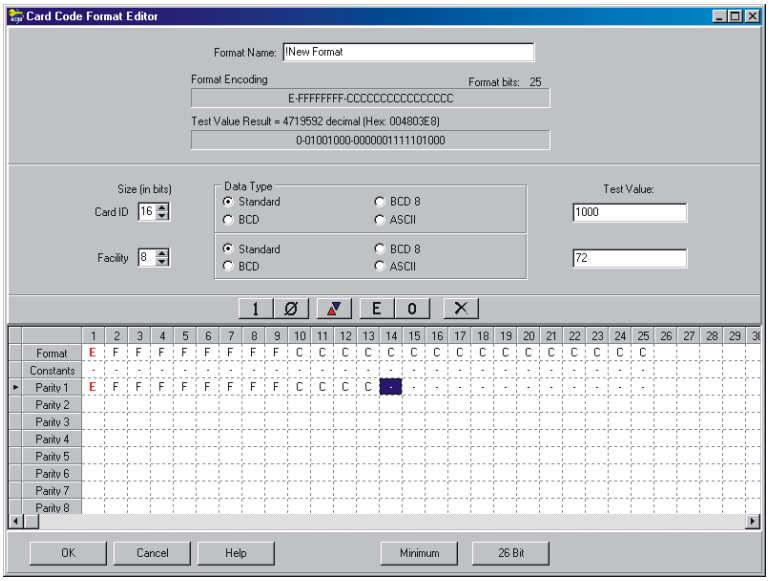
To specify the constant bit (optional):

1. In the Card Code Format table select the cell in the table where you would like the constant bit to be placed. The constant bit can be placed before or after the card ID or the facility code.
2. Click the Insert One Bit button or the Insert Zero Bit button from the Card Code Format Editor toolbar. A constant bit is added to the Card Code table on the Constant row. Where the bit is placed is based on the position you have selected in the table.

Specifying the parity bit and setting the parity mask

A parity bit is an even (E) or odd (O) bit that can be positioned before or after the card ID, or before or after the facility code.

You can include facility bits, card ID bits, and constant bits in the calculation of the parity bit. This is called the parity mask. The parity mask is the facility bits, card ID bits, and constant bits that are placed on the parity row.



Card Code Format table with a sixteen-bit card ID, an eight-bit facility code, a one constant bit placed after the card ID, and a even parity bit placed in column 1. The parity mask for the even parity is defined by columns 2 through 13 on parity row one.

To specify the parity bit and the parity mask (optional):

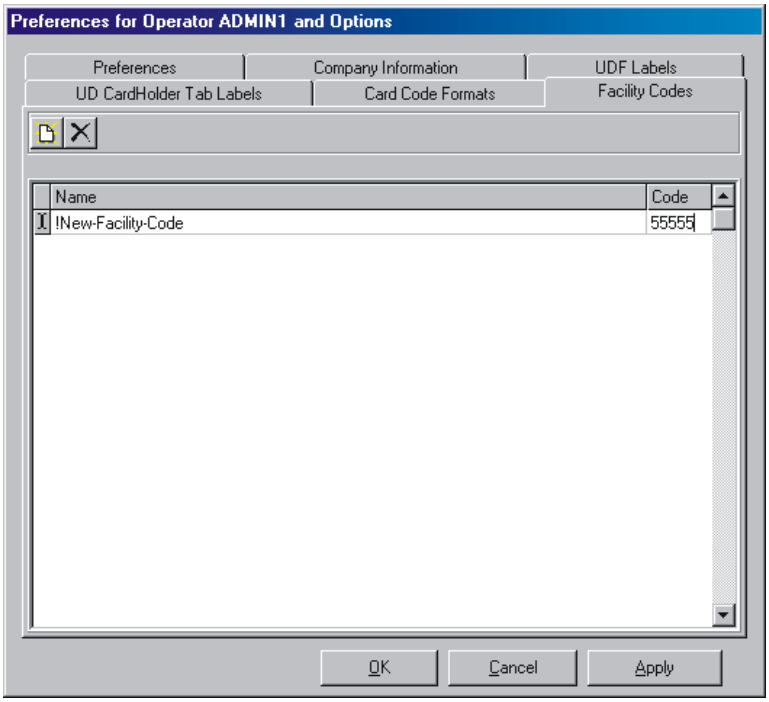
1. In the Card Code Format table select the cell in the table where you would like the parity bit to be placed. The parity bit can be placed before or after the card ID or the facility code.
2. Click the Insert Even Parity button or the Insert Odd Parity button. An E (even) or an O (odd) parity bit is added to the Card Code Format table on a Parity row. Where the bit is placed is based on the position you have selected in the table. Each parity bit that is added creates a new parity row.
3. Define the parity mask by adding facility bits, card ID bits, and constant bits to the parity row. You can do this by right—clicking the parity row and dragging the mouse across the columns you wish to add.
4. Click OK to save the new card format.
5. Click Apply.
6. Click OK.

Note: If most of your cardholders will be using this card code format, make it the default. See “Setting the default card format and facility code” in this chapter.

Adding a facility code

An access card may or may not include a facility code. Facility codes provide extra security so that access card IDs have less chance of being duplicated at different facilities.

The facility codes are assigned to a cardholder from the Cardholder tab.



The Facility Codes tab lets you define facility codes

To enter a new facility code:

Tip: Press Alt + T, O to launch the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Facility Codes tab.
3. Click the New button.
4. In the Name column, type a name for the facility code.
5. In the Code column, type a code for the facility code.
6. Click OK.
7. Click Yes to save the facility code.

Note: If most of your cardholders will be using this facility code, make it your default. See “Setting the default card format and facility code” in this chapter.

Setting the default card format and facility code

Each cardholder is assigned a card format and possibly a facility code. The majority of cardholders use the same card format and facility code. You can set these as the defaults.

Each new cardholder is automatically assigned the default card format and facility code. This eliminates the need to select the card format and facility code for every new cardholder.

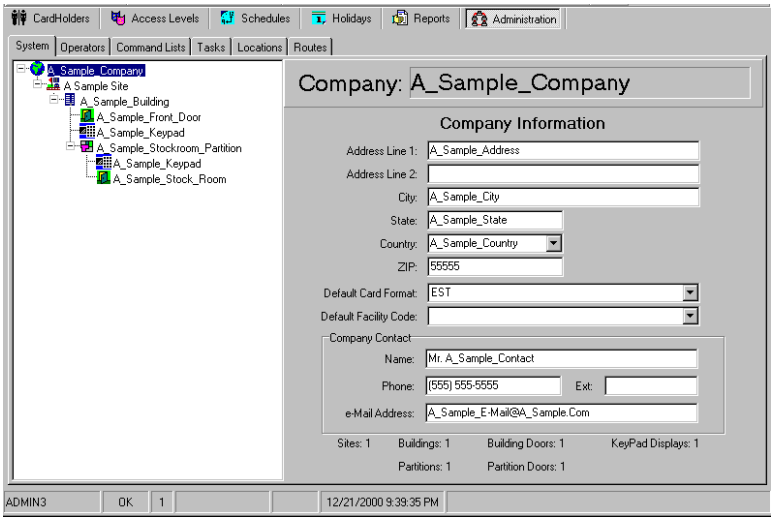
If you are importing cardholders from an external source, make sure to set the default card format and facility code *before* importing the cardholders. All imported cardholders are assigned the default card format and facility code.

There are two ways to set the default card format and facility code:

- Using the Administration > System tab
- Using the Options command in the Tools menu

Administration > System tab

The default card format and facility code can be set using the Administration > System tab.



Setting default card format and facility code from the Administration > System tab

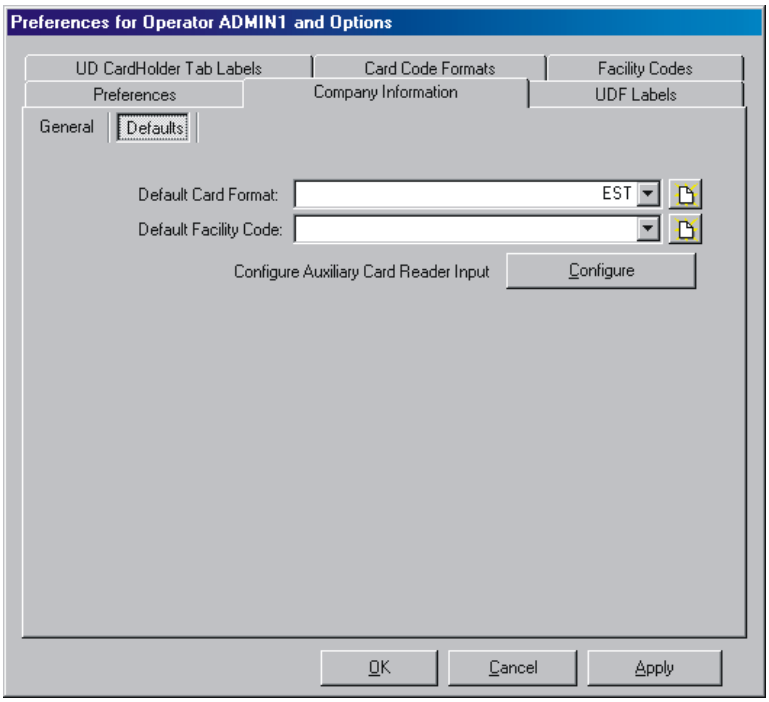
To set the defaults using the System tab:

1. Click the Administration tab.
2. Click the System tab.
3. Select the company name in the tree.

4. In the Default Card Format list, select the card format that your company will be using most often.
5. In the Default Facility Code list, select the facility code that your company will be using most often.

Options command

The default card format and facility code can also be set using the Options command on the Tools menu.



Setting the defaults using the Tools > Options dialog box

To set the defaults using the Options dialog box:

Tip: Press Alt + T, O to launch the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Company Information tab.
3. Click the Default tab.
4. In the Default Card Format list, select the card format that your company will be using.
5. In the Default Facility Code list, select the facility code that your company will be using.

Note: If the card format or facility code is not listed, you can create a new one. Click the New button to the right of the appropriate list. The New buttons open the Card Code Format tab or the Facility Code tab. You can create a new card format or

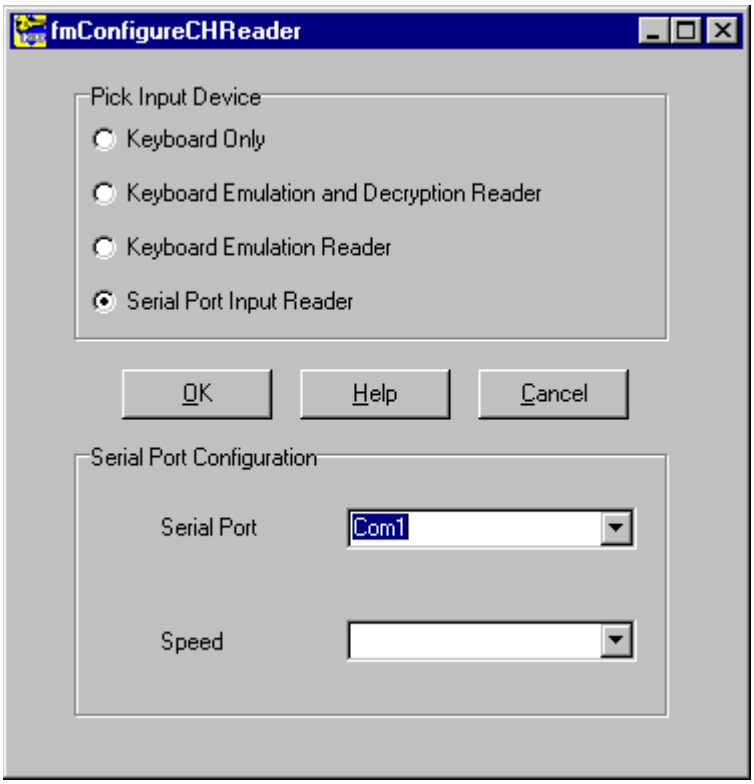
facility code using these tabs. See “Adding a custom card format and facility code” in this chapter.

Configuring an auxiliary card reader input

A card reader input device lets you scan a card ID into the cardholder's record, rather than entering it manually. You scan the card with a standard card reader and the ACDB inserts the card ID into the cardholder record.

The ACDB is designed to work with the Cypress CVX-1200 MultiBender converter. The Cypress converter connects directly to the serial port of your computer. Any Wiegand output card reader connects to the Cypress converter. For installation, follow the manufacturer's instructions.

After installing the Cypress converter, you must configure the ACDB for the auxiliary reader input. Configuration must be done before access cards can be scanned into cardholder records.



Configuration dialog box for an auxiliary card reader. The ACDB is compatible with the Cypress CVX-1200 MultiBender converter.

To configure an auxiliary card reader:

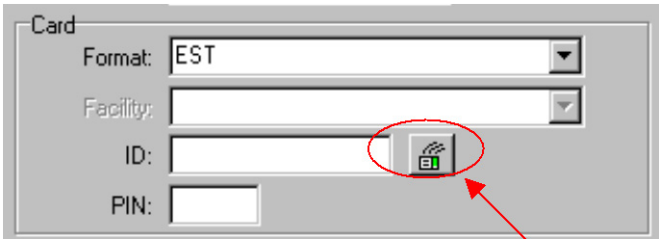
Tip: Press Alt + T, O to launch the Options dialog box.

1. On the Tools menu, click Options.
2. Click the Company Information tab.
3. Click the Default tab.

4. Click the Configure button for Configuring Auxiliary Card Reader Input.
5. In Pick Input Device group, click Serial Port Input Reader.
6. Click OK to save your configuration settings.

Scanning in card numbers

After the Cypress converter is installed and the ACDB is configured, you are ready to scan a card ID directly into the cardholder records.



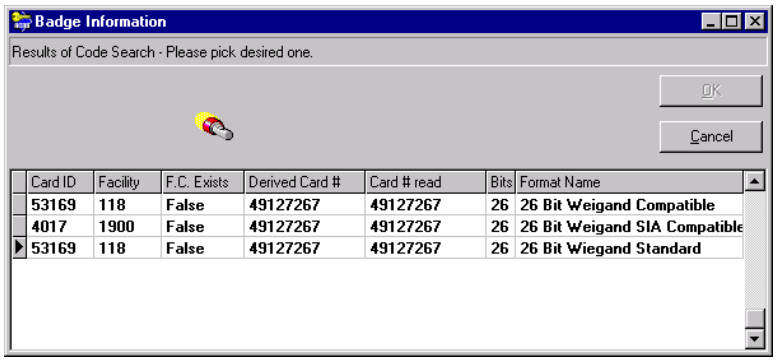
To scan a card ID into the cardholder record click the Swipe button

When an access card is scanned with the Cypress converter, the ACDB displays a table with the possible card formats that match the access card. The table contains columns that display the following:

- Card ID number
- Facility code number
- F.C. exists
- Derived card number
- Card number read
- Number of bits
- Card format

Select the row from the table that matches the card format of your access card. If the scan revealed a facility code, the facility code must be created before the ACDB will accept the access card. If the F.C. Exists column displays False, you must then create a facility code to match the number displayed in the Facility column. If the F.C. Exists column displays True, the facility code already exists in the ACDB.

In the example below, the scan revealed a 26 bit Weigand card format. The ACDB has three possible card formats that match the 26 bit format. Simply select the card format that matches your access card. All three card formats displayed require a facility code to be entered before the card can be accepted into the ACDB.


Badge Information
Results of Code Search - Please pick desired one.
OK
Cancel
Card ID
Facility
F.C. Exists
Derived Card #
Card # read
Bits
Format Name
53169 118 False 49127267 49127267 26 26 Bit Weigand Compatible
4017 1900 False 49127267 49127267 26 26 Bit Weigand SIA Compatible
53169 118 False 49127267 49127267 26 26 Bit Wiegand Standard

The ACDB matches the access card to compatible card formats

To scan a card number:

1. Click the Cardholder tab.
2. In the left pane, select the cardholder whose card you want to scan.
3. Click the Swipe button next to the ID field.
4. Scan the card with the auxiliary card reader.
5. Select the row that matches your access card.
6. Save the cardholder record.

Assigning central monitoring station user IDs

When an access event is reported to a central monitoring station (CMS), the CMS uses the assigned user ID to identify the cardholder that created the event.

Your site may report events to several CMSs or alphanumeric pagers. A cardholder can have multiple CMS user IDs, but each ID must be unique for a given CMS account.

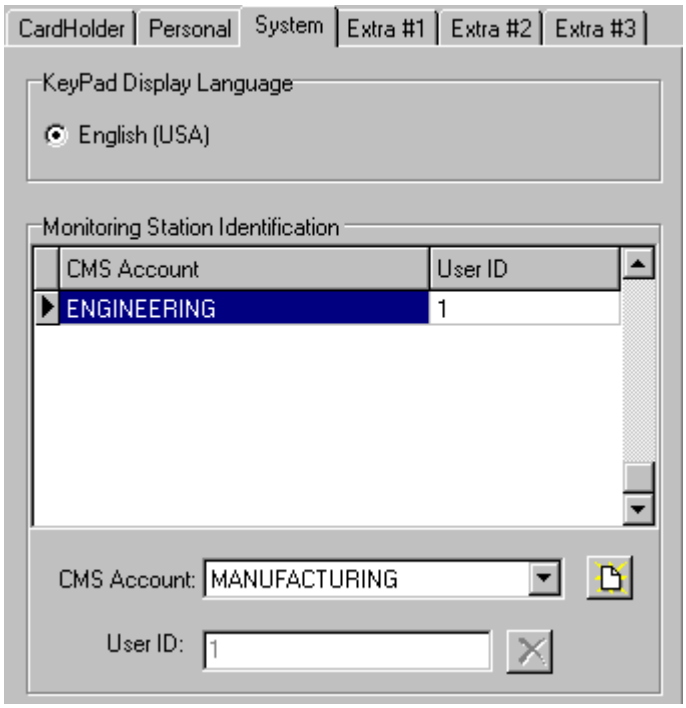
The CardHolder > System tab lets you assign a CMS user ID to a cardholder. A single cardholder can have up to three user IDs.

Each CMS has an account for your company. The CMS accounts are created by your installer and imported with your RP file. You can have multiple CMS accounts and a corresponding CMS user ID for each cardholder.

Example: A cardholder creates an after-hours irregular access event into a controlled partition. The cardholder's access level has a command list that reports all irregular access events to the CMS. The message would include the event and the cardholder's CMS user ID, so that the CMS could identify the person.

After assigning CMS user IDs to all cardholders, you need to run the User ID Translation Report and send it to the CMS. See Chapter 10, "Reports" for more information on the User ID Translation Report.

Note: Using a CMS account requires coordination between the ACDB and the integrated system. Contact the installer of your access control system for further information.



The CardHolder > System tab lets you assign CMS user ID numbers to individual cardholders

To assign a CMS user ID:

1. Click the CardHolder > System tab.
2. In the left pane, select the cardholder to whom you want to assign a CMS user ID.
3. In the CMS Account list, select the CMS account for which you want to assign a user ID.
4. Click the New button next to the CMS Account field.

   The ACDB assigns the next available CMS user ID number to the cardholder.
5. Save the cardholder record.

Note: If all CMS user IDs have been assigned to cardholders, the ACDB will create groups of cardholders, sharing the same user ID.

Modifying a CMS user ID

You can modify a CMS user ID. After you modify the user ID, be sure to notify the CMS of the new user ID. You may want to send a copy of the User ID Translation Report.

If the CMS user ID is already used by another cardholder, the ACDB displays a message. Choose another user ID that is not in use.

To modify a CMS user ID:

1. Click the CardHolder > System tab.
2. In the left pane, select the cardholder whose CMS user ID you want to modify.
3. In User ID, type the new ID.
4. Save the cardholder record.

Deleting a CMS user ID

If your company switches CMS accounts or no longer wants to use a CMS account, the CMS user ID for that account can be deleted from a cardholder record.

To delete a CMS user ID:

1. Click the CardHolder > System tab.
2. In the left pane, select the cardholder from whom you want to delete a CMS user ID.
3. Click the Delete button next to the User ID field.

   The ACDB removes the CMS account and user ID from the cardholder.
4. Save the cardholder record.

Exporting a cardholder for badging

Badging is the process of creating an identification card for an individual. Typically, the identification card includes a cardholder photo.

The ACDB has the option of using EPISUITE software to create badges. EPISUITE is a feature-rich electronic photo identification system used to create and print badges. The EPISUITE software and badge printing equipment must be purchased separately. Contact your installation company for purchasing information.

See EPISUITE literature for software support and compatible badge printers. The ACDB is compatible with EPISUITE versions 5.0, 5.5, and 6.0. The EPISUITE software must be installed on the same computer as the ACDB. Network EPISUITE applications are not supported, but normally you will only need one badging workstation.

Exporting a cardholder

You must install the EPISUITE software on the same computer as the ACDB to activate the Badge button on the CardHolder tab.

When you click the Badge button on the CardHolder tab, the following ACDB fields are exported to the corresponding EPISUITE fields:

ACDB	EPISUITE
Title	Title
First Name	First Name
Last Name	Last Name
Address Line 1	Address
City	City
State	State
ZIP	ZIP Code
Country	Country
Phone Number Home	Home Phone
Phone Number Business	Work Phone
IDs Company	Company
IDs Employee	Employee Number
Card ID	Person ID
Photo	Photo

Each cardholder is added to the end of the EPISUITE database. If the new cardholder is not displayed at the end of the database, verify that EPISUITE is using the database EPISUITE.mdb. See "Changing the EPISUITE database" below.

To export a cardholder:

Tip: By using the multiselect toolbar buttons or the multiselect action menu items, you can select multiple cardholders for export. All selected cardholders can be exported at one time.

1. Click the CardHolder tab.
2. In the left pane, select the cardholder to be badged.
3. Click the Badge button below the photo of the cardholder.

   The ACDB starts the EPISUITE Guard Card program and exports the selected cardholder.
4. Click the EPISUITE Refresh button. The new cardholder is added to the end of the EPISUITE database.
5. Select the new EPISUITE cardholder and proceed with the EPISUITE instructions for creating and printing badges.

Exporting additional fields to EPISUITE

If you would like to export additional fields to EPISUITE, create the fields as UDFs in the ACDB. Make sure that the label of your UDF matches the EPISUITE field label exactly. When you click the export button the ACDB will match the identical fields and export the data.

To export additional fields to EPISUITE:

1. Create a User Defined Field (UDF) in the ACDB that exactly matches the field in EPISUITE. See Chapter 8, "Cardholders" in the *Access Control Database User Manual* for information on how to create a UDF.

   Example: EPISUITE has a field called Department. Create a UDF in the ACDB called Department.
2. Export a cardholder from the ACDB to EPISUITE, with data in the newly created matching UDF.

   Example: Data entered in the UDF Department field in the ACDB is exported to EPISUITE Department field.

Changing the EPISUITE database

When installing the EPISUITE software, you can install it with a blank database or a sample database. If the software was installed with a blank database, EPISUITE uses the file TEMPLATE.mdb as its database. If the software was installed with a sample database, EPISUITE uses the EPISUITE.mdb file as its database. The ACDB exports to EPISUITE.mdb file.

Make sure that GuardCard is using the EPISUITE.mdb file by clicking View > Options > Database in the EPISUITE software. If the EPISUITE.mdb file is not being used, you can change the database by clicking Change Database and navigating to the EPISUITE.mdb file.

To change the EPISUITE database:

1. Log on to the EPISUITE Guard Card program.
2. On the View menu, click Options.
3. Click the Database tab.
4. Click Change Database.
5. In Use and Access (Jet) database, click the Browse button.
6. Navigate to the EPISUITE.mdb file and select it.

   Note: The EPISUITE.mdb file is in the same directory as the TEMPLATE.mdb file.
7. Click Open, click Open and click Ok.

Importing cardholders from an external database

The ACDB lets you import cardholders from an external source. You may already have cardholders entered into a card access or human resource program. Rather than having to reenter the cardholder information into the ACDB, you can move data from an external database to the ACDB database. This offers a huge saving in time and resources when first setting up your access control system.

The database import utility lets you match fields from your existing database to fields in the ACDB. You can import files from any OLE DB Providers installed on your PC.

When importing cardholders from an external source, make sure to set the default card format and facility code *before* importing the cardholders. All imported cardholders are assigned the default card format and facility code.

Note: Importing data from an external source is an advanced procedure, which requires knowledge of Open Database Connectivity (ODBC). Consult with your company's IT professional about ODBC issues.

The procedures that follow are based on the import of a Microsoft Access database. In general, you will follow these steps to import cardholder data:

1. Start the database import utility.
2. Create an import definition.
3. Assign import fields.
4. Format photos.
5. Import the data.

Start the database import utility

All import procedures start from the Database Import Utility dialog box. All the procedures described below start and end at this dialog box.

To start the database import utility:

1. Click File > Import > External Card Holders.

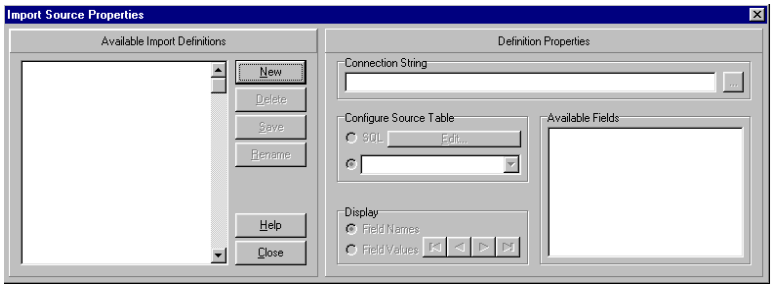
Creating an import definition

Before you can import a database, you must create an import definition for the external database. The import definition defines what type of data is being imported and where the file is located. It also lets you select the database table you want to import.

You can create multiple import definitions for external databases. This can be from the same database or different databases.

You will follow these steps to create an import definition:

1. Create a new import definition.
2. Create a connection string.
3. Select the database table to import.



The Import Source Properties dialog box defines what type of data is being imported and where the file is located

Creating a new import definition

To create a new import definition:

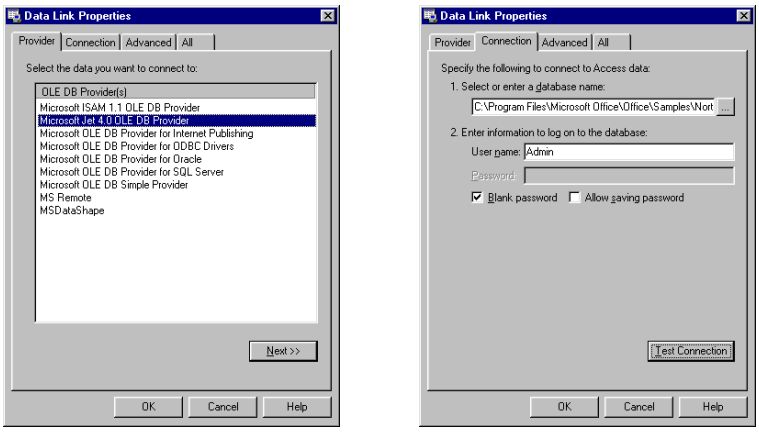
1. In the Database Import Utility dialog box, click Source.
2. Click New.
3. Type a name for the import definition.
4. Click OK.

Creating a connection string

The connection string identifies the source database you want to import. By clicking the Browse button (...), you open the Data Link Properties dialog box. The Data Link Properties dialog box shows the OLE DB providers that are installed on your PC. For more information, click the Help button in the Data Link Properties dialog box.

Example: If your existing database is a Microsoft Access file (file extension: MDB), then you will use the Microsoft Jet 4.0 OLE DB Provider. On the Connection tab, identify where your Microsoft Access database file is located and any log on information for the file.

Note: The following dialog boxes represent the example given. Your dialog boxes may vary depending on your system and on the database provider chosen.



Typical Data Link Properties dialog boxes for Microsoft Access

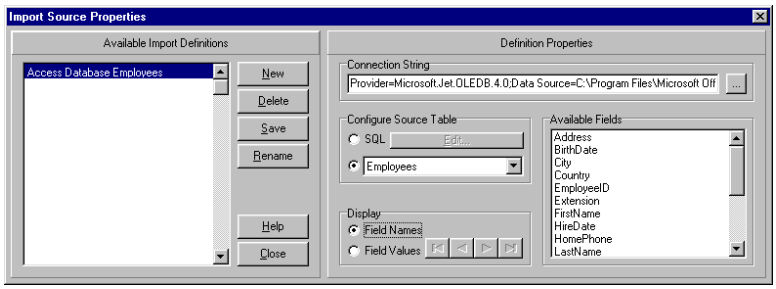
To create a connection string:

1. In the Connection String group, click the Browse button (...).
2. Select the OLE DB Provider for your external database.
3. Click Next.
4. Fill in the Connection tab information.
5. Click OK.

Selecting the database table to import

Once you have established the connection string for the external database, you need to select a specific table from the database. This table contains the data you want to import into the ACDB. Controls in the Configure Source Table group let you select any of the tables from the database or write an SQL statement.

Once you select the table from the database, the system displays the field names or the field values of the table. The field names or field values are displayed in the Available Fields list. This makes it easy to verify that you have selected the correct table for import. The field values are the actual data that the fields contain. If the field names and values do not appear to be the data you want to import, the source table may not be correct. Use the Configure Source Table controls to select the correct table.



After creating a connection string, you select a database table. The system displays the fields in the table.

To select the database table:

1. In the Configure Source Table group, click SQL to create a query, or click the list box to select a table.
2. If you clicked SQL, click Edit and write the SQL Statement.

   If you clicked the selection list, select the table from which you want to import the data.
3. In the Display group, click Field Names and verify that the fields are the fields you want to import. The fields are displayed in the Available Fields list.

   Note: The fields displayed are the fields available for import. You decide which fields are actually imported in the step "Assigning import fields," shown below.
4. In Display group, click Field Values and verify that the fields contain the data you want to import.

   Note: You can scroll through different records by clicking the forward and backward arrow buttons. The data is displayed in the Available Fields list.
5. Click Save to save your import definition.
6. Click Close to close Import Source Properties dialog box.

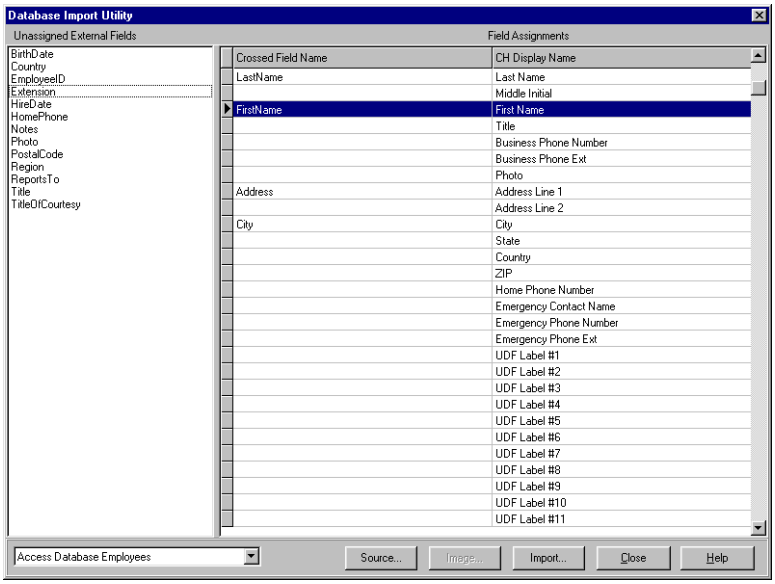
The system returns you to the Database Import Utility dialog box for the next step in the process.

Assigning import fields

The Database Import Utility dialog box lets you select which fields you want to import and where you would like the data to be stored in the cardholder record.

After you select an import definition, the fields from the external database are displayed in the Unassigned External Fields column on the left. Each of these fields can be dragged to the Crossed Field Name column. Drag the field to the corresponding row in

the CH Display Name column. This is where the imported field will be stored and displayed in the ACDB.



You control the source and destination of imported data by clicking and dragging the external fields to the crossed field name column

To assign import fields:

1. From the bottom left list, select the import definition you want to use.
2. From the Unassigned External Fields list, drag each field you want to import into the Crossed Field Name column. Place it beside the CH Display Name (ACDB) in which the data should be stored.

   Note: The CH Display Name is where the imported data will be stored in the ACDB. Not all fields need to be dragged from the Unassigned External Fields column to the Crossed Field Name column. Only drag the fields you want to import into the ACDB.

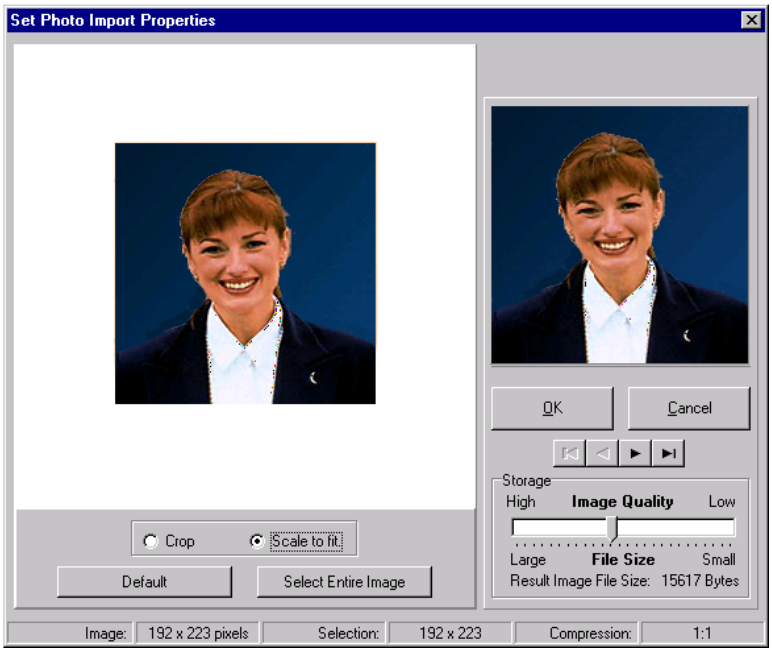
Formatting photos

If your external database includes photos for import, you can edit the import properties for the photos. The Image button becomes active as soon as a crossed field name is dragged to the photo row. The Image button opens the Set Photo Properties dialog box.

The Set Import Photo Properties dialog box lets you set import properties for all photos being imported. The properties you set

apply to all photos. You can not set individual properties for each photo. You can view each photo by clicking the arrow buttons to preview all photos before import.

For information on how to set photo properties refer to Chapter 8, “Cardholders” in the *Access Control Database User Manual.*



The Set Photo Import Properties dialog box lets you set the properties for all photos being imported

To format photos:

1. Click the Image button.
2. Using the Set Photo Import Properties dialog box, size your photo.
3. In the Storage group, move the Image Quality slider to the desired quality.

   The higher the quality, the larger the image size. The image file size is displayed under the slider bar.
4. Click the arrow buttons to preview each of the photos for import.
5. Click OK to save the settings for your import.

Importing the data

Once you have created your import definition, assigned your fields, and set your photo format, you are ready to import the

external data into the cardholder records. Clicking Import in the Database Import dialog box opens the Cardholder Import dialog box.

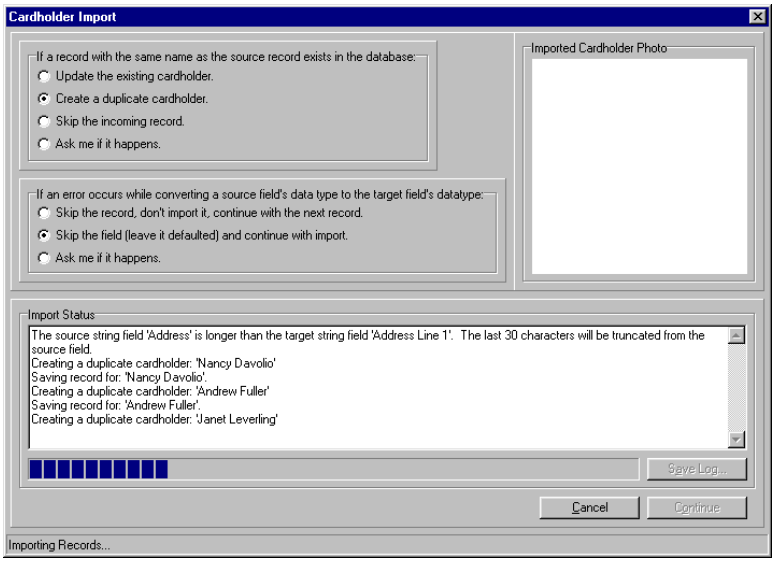
The Cardholder Import dialog box requires the configuration of two import options. First, you must specify how the system handles import records that match existing records in the ACDB. Second, you must specify how the system handles mismatches between the format of import fields and ACDB fields.

The Start button in the Cardholder Import dialog box changes its name as the import proceeds.

After you click the Start button, if the database import utility detects possible import problems, it displays appropriate messages in the Import Status list. Review the warning messages and save them if you wish. The Start button changes to the Continue button.

Clicking the Continue button resumes the import of the external data. As the data is being imported, the status is displayed in Import Status and if the data includes a photo, the photo is displayed in Imported Cardholder Photo.

After importing the last record, the Start or Continue button becomes a Done button. Clicking Done closes the Cardholder Import dialog box. Clicking Close in the Database Import Utility dialog box returns you to the ACDB. The newly imported cardholders are displayed in the CardHolder tab.


Cardholder Import
If a record with the same name as the source record exists in the database:
Update the existing cardholder.
Create a duplicate cardholder.
Skip the incoming record.
Ask me if it happens.
Imported Cardholder Photo
If an error occurs while converting a source field's data type to the target field's datatype:
Skip the record, don't import it, continue with the next record.
Skip the field (leave it defaulted) and continue with import.
Ask me if it happens.
Import Status
The source string field 'Address' is longer than the target string field 'Address Line 1'. The last 30 characters will be truncated from the source field.
Creating a duplicate cardholder: 'Nancy Davolio'
Saving record for: 'Nancy Davolio'.
Creating a duplicate cardholder: 'Andrew Fuller'
Saving record for: 'Andrew Fuller'.
Creating a duplicate cardholder: 'Janet Leverling'
Save Log...
Cancel
Continue
Importing Records...

The Cardholder Import dialog box

To import the data:

1. From the Database Import Utility dialog box, click Import.
2. In the Cardholder Import groups, click the radio buttons that indicate your preferences.
3. Click Start.
4. Acknowledge any warning messages. If you wish to save the warnings, click the Save Log button.
5. After acknowledging any warning messages, click Continue to resume the import.
6. Click Done.
7. Click Close.

Backing up your system

Caution: Your access control system should be backed up on a regular basis.

You should back up your system any time you make significant changes to the ACDB and at regular intervals.

By *back up,* we mean making and saving a copy of the ACDByyyymmddtttttt.mdb file. This file is created when you click Backup Database from the File menu. It is stored in the C:\Program Files\EST\Access Control DataBase\Export directory.

The following instructions specify the default locations of system files. If you have installed the ACDB in a different directory, navigate to this location when selecting the ACDByyyymmddtttttt.mdb file.

Note: If you want to save all access events from the CRCs, run an access event task then back up the ACDB.mdb file. The access event task loads all access events into the ACDB database.

Note: When you backup the ACDB database, the database is automatically compacted.

To back up your system:

1. From the File menu, click Backup Database.
2. Click OK.
3. Exit from the ACDB software program.
4. Run Windows Explorer.
5. In C:\Program Files\EST\Access Control Databases\Export, select the ACDByyyymmddtttttt.mdb file.
6. From the Edit menu, click Copy.
7. Navigate to the location where you would like to store a copy of the ACDByyyymmddtttttt.mdb file.

   Example: Removable disk drive (Zip drive), recordable CD, or USB flash memory.
8. From the Edit menu, click Paste.
9. Once the files are copied, remove the disk and store it in a safe location.

Restoring a backup database

This topic explains the process of restoring a backup copy of the ACDB database.

Caution: Back up the ACDB database before restoring a backup copy.

To restore a backup database:

1. Run Windows Explorer.
2. Locate and select the backup copy of the ACDB database you want to restore. (Example: ACDB20031008154301.MDB)
3. From the Edit menu, click Copy.
4. In Windows Explorer, navigate to C:\Program Files\EST\Access Control Databases.
5. Remove the existing ACDB.mdb file from the directory.
5. From the Edit menu, click Paste.
6. Right-click on the file and click Rename.
7. Rename the file to “ACDB.mdb.”

The next time you start the ACDB it will use the restored backup database.

Moving your database to a new PC

If you move the ACDB to a new computer, the database of the ACDB needs to be moved to the new PC. Moving the database is not a difficult process and can be done by following these simple steps.

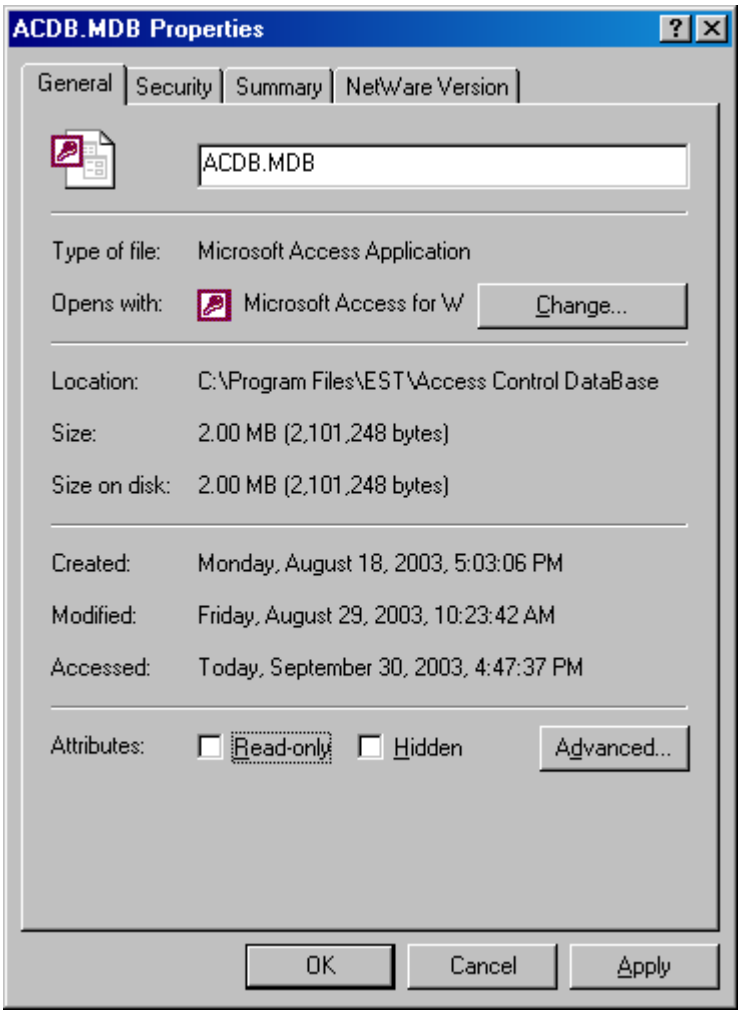
The following instructions specify the default locations of system files. If you have installed the ACDB in a different directory, navigate to this location when selecting the ACDB.mdb file.

To move your database to a new PC:

1. Exit from the ACDB software program.
2. Open Windows Explorer on the existing computer.
3. In C:\Program Files\EST\Access Control Databases, select the ACDB.mdb file and copy the file.
4. Paste the copied ACDB.mdb file where it can be copied onto the new computer (network server, Zip drive or recordable CD).
5. On the new computer create the directory C:\Program Files\EST\Access Control Databases.
6. Copy the original ACDB.mdb file into this directory.
5. Install the ACDB software on the new computer.

   Refer to the *ACDB installation guide* for information on installing the ACDB.

Note: When copying the ACDB.mdb file from one directory to another, verify that the Read-only attribute of the file is *not* checked. You can verify the attributes of a file by right-clicking on the file name and choosing Properties. You can ignore all other file properties.



Verify that Read-only is not checked

Exiting from the ACDB

You can exit from the ACDB at any time. If information needs to be saved before exiting, you will be prompted to do so. We recommend that you save all information before exiting.

If you have not downloaded changes to the CRCs and KPDISPs, the system displays a confirmation dialog box. You can download your changes, or continue without downloading.

To exit from the ACDB:

Tip: Press Alt + F, X to exit from the ACDB.

1. From the File menu, click Exit, or click the Close button at the right side of the title bar.
2. If prompted to save, click Yes in all confirmation dialog boxes.
3. If prompted to download, click one of the download options:
   - Yes to perform the download now
   - No to exit without downloading
   - Cancel to return to the ACDB

After exiting, you can restart the program and log on just as before. Refer to Chapter 2, “Getting started” for further information about logging on to the ACDB.

Chapter 6

Integrated system and hardware configuration

Summary

This chapter defines the process for configuring your integrated access control system including Keypad Displays (KPDISPs) and Card Reader Controllers (CRCs) that have been imported with an RP file.

This chapter also provides information about command lists.

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Configuring your integrated access control system

By *integrated access control system,* we mean an access control system that is integrated with a fire alarm control panel. The CRCs and KPDISPs are wired directly to a control panel and configured using the software definition utility (SDU) for the panel. The CRC and KPDISP configuration information is exported out of the SDU using the Resource Profile Manager, then imported into the ACDB.

The Administration > System tab shows expanded tree views of your imported access control system. The System tab offers two views:

- Company view
- Hardware view

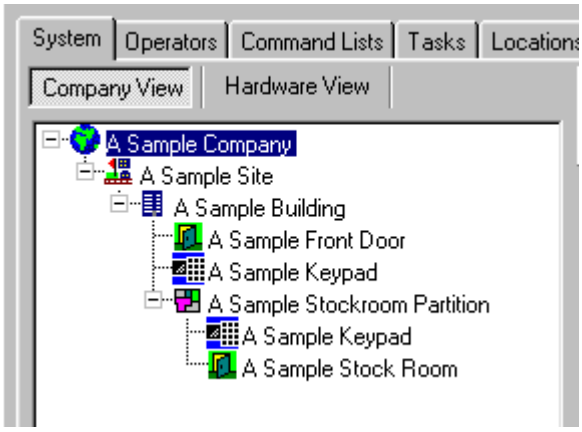
Both views are of the same access control system. They both show the same Company, Card Reader Controllers (CRCs), and Keypad Displays (KPDISPs). The hardware view shows the physical interconnections of the components in your access control system. The company view shows the logical organization of the components into buildings and partitions.

The integrated access control system information for both views is provided on your Resource Profile (RP) disk. The hardware configuration information is imported into the ACDB along with the company view information. The ACDB offers the option of altering some of this information for security purposes.

Unless otherwise noted, all functions can be completed in either hardware or company view.

Configuring your integrated system in company view

The company view shows you how your access control system is configured. The company view tree shows the sites, buildings, and partitions in your company. CRCs and KPDISPs are displayed under the buildings and partitions that they belong to. The same KPDISP can be displayed under a building and a partition.



The company view tree shows how your system is configured

Company view tree icons

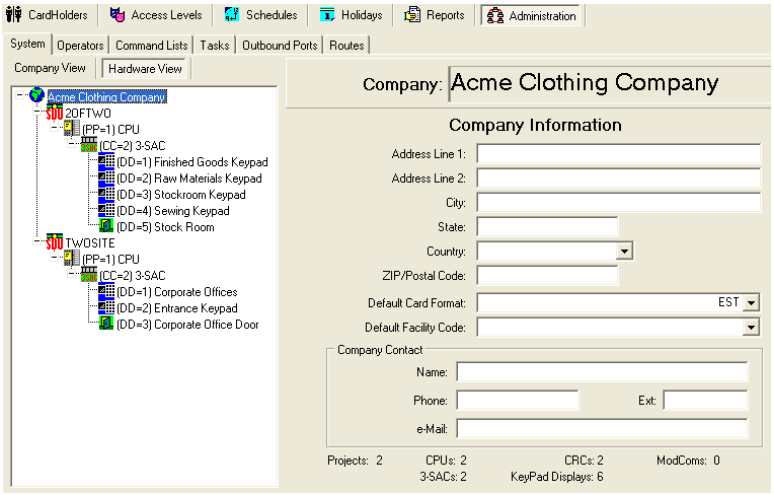
Icon	Meaning
	Company
	Site
	Building
	Partition
	Door or Card Reader Controller (CRC)
	Keypad Display (KPDISP)

Reviewing and editing company information

The first level in the tree, for both hardware view and company view, is the company. You can only have one company in your database. When you select the company, its information is displayed in the right pane of the tab. This information includes the company name, address, and company contact information.

Note: If you make changes to the company information, contact your integrated system installer. For installer contact information, click the Hardware View tab and the SDU icon in

your company tree. Your installer needs current information to maintain contact with you.



Company information

To review and edit company information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View or Hardware View.
4. In the tree, select the company name.
5. Edit the company name, address, city, state, country, and ZIP code as required.
6. Edit the company contact information for name, telephone number, extension, and e-mail address of the company contact as required.
7. Save the updated company information.

For information on setting the Default Card Format and Default Facility Code see Chapter 5, “Administrator operations.”

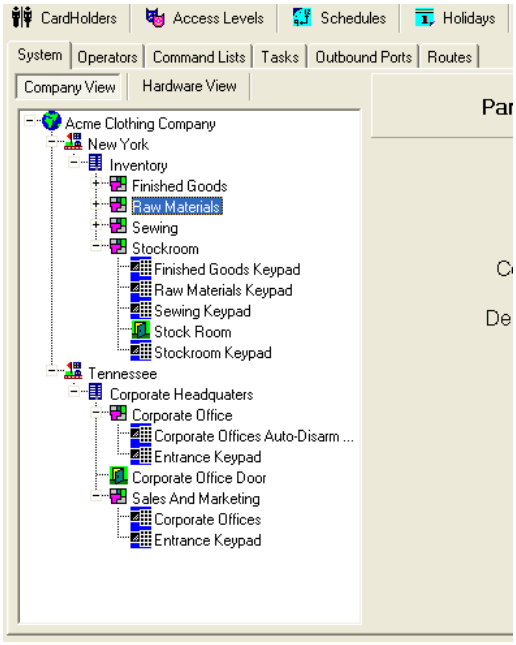
Note: Company information can also be reviewed and edited by clicking Tools > Options > Company Information.

Viewing the project site information

The second level in the company view tree is the site. Clicking on the site displays its information and shows the company associated with the site. You can not edit any of the site information.

A single company can have multiple sites. Multiple sites can be used for companies that have multiple geographical locations.

Each site has its own access control system but these are all maintained with a single ACDB program. Each site has a separate RP file with the same company name. Each RP file is imported separately.



Company view with multiple sites New York and Tennessee

To view the site information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the site in the tree view.

Reviewing and editing integrated building information

The third level in the company view tree shows the company's buildings. A company can have multiple buildings. Clicking a building displays the building information in the right pane. The information is specific to the individual building you have selected and includes the building's address and contact information. If any of this information is incorrect, you can edit and correct it here.

To review and edit integrated building information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the desired building in the tree view.
5. Edit the building address, city, state, country, and ZIP code as required.
6. Edit the building contact information for name, telephone number, extension, and email address of the building contact as required.
7. Save the updated building information.

Viewing the integrated partition information

The fourth level in the company view tree is the partition. Each building can have several partitions. Clicking on the partition displays its information and shows the company, description, site, and building of the partition. It also displays how many doors and keypads are part of that partition. You can not edit any of the partition information.

To view the integrated partition information:

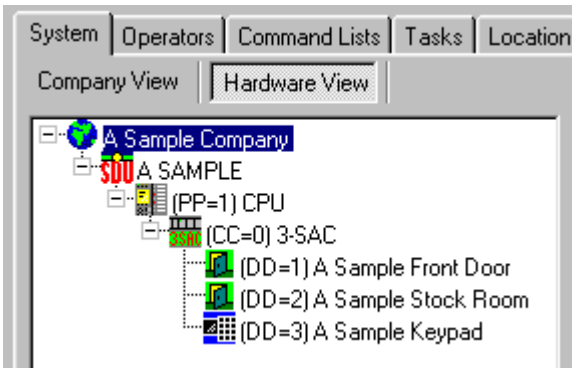
1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View.
4. Select the desired partition in the tree view.

Configuring your integrated system in hardware view

The hardware view tree shows the physical interconnections of the components in your access control system. See the table below for the meanings of the integrated icons in this tree. This display makes it easy to see what each CRC and KPDISP connects to. This view is particularly helpful when your system has more than one control panel.

The hardware view is also very helpful in assigning routes to CRCs and KPDISPs. Multiple non-networked control panels have different communication routes for each panel. One control panel might have an RS-232 (direct connect) route and a second panel might have a modem (telephone) route. The hardware view shows each CRC and KPDISP, and the control panel to which each device is connected. This makes it easy to know which route to assign to each CRC and KPDISP.

Note: Fire and security functionality cannot be programmed into a control panel from a remote location. You must perform all fire and security panel programming on site. Changes to the access control or security database have no impact on the parameters or operations of listed fire system equipment. Access control and security functionality can be programmed from a remote site.



The Hardware View tree shows how the components of your integrated access control system are connected

Hardware view tree icons

Icon	Meaning
	Company
	System Definition Utility (SDU)
	Central Processing Unit (CPU)
	Modem Communication Module (MODCOM)
	Security Access Control Module (3-SAC)

Hardware view tree icons

Icon	Meaning
	Card Reader Controller (CRC or CRCXM)
	Keypad Display (KPDISP)

Viewing SDU, CPU, and 3-SAC

The SDU, CPU, and 3-SAC are view-only items. They are configured, programmed, and installed by your system installer. You can not change any of their parameters.

To view the SDU, CPU, and 3-SAC:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Hardware View.
4. Select the desired SDU, CPU, or 3-SAC in the tree view.

MODCOM

The MODCOM is only visible in the hardware view. The MODCOM has modem and dialer capabilities. It is used for downloading information from remote sites. MODCOMs are configured, programmed, and installed by your system installer. You can not change any of their parameters except their communication route.

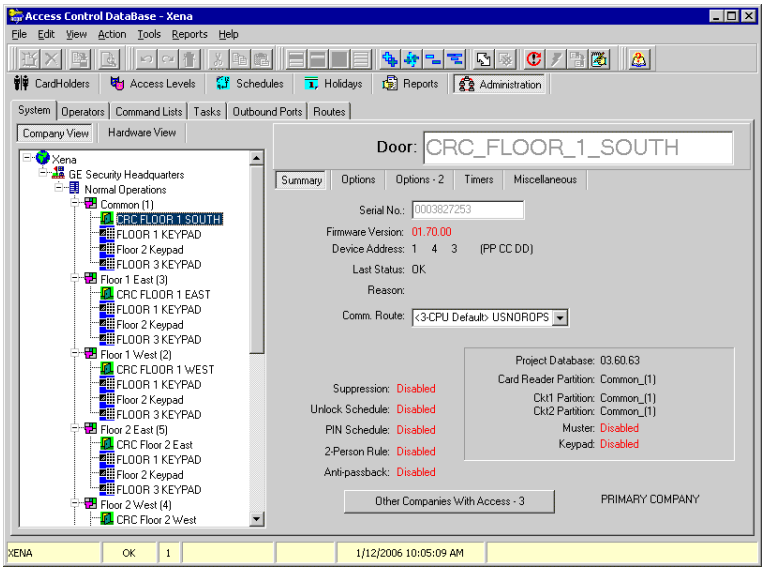
Each MODCOM has one communication route. The communication route defines how the ACDB downloads information to the MODCOM. All MODCOMs are initially set to a default route. For information on how to change the communication route for a MODCOM refer to Chapter 10, “Outbound ports and routes.”

Configuring the integrated access control doors

From the company view tree and the hardware view tree you can see the CRCs or doors of your integrated access control system. Your integrated system installer configured most of the options for each integrated access control door. You set the remaining options using the ACDB. Options that are configured by the installer are display-only and cannot be edited with the ACDB. These items are dimmed.

Door configuration is divided into the following tabs:

- Summary
- Options
- Options - 2
- Timers
- Miscellaneous



When you select a door from the company view tree or the hardware view tree the door's configuration tabs are displayed

Note: The options displayed on the door configuration tabs depend on the CRC firmware level. The options you see may vary from those shown here. The complete set of options for a device may not appear until you run a CRC status task. See Chapter 9 "Tasks."

Viewing door summary information

Integrated access control door information is viewed on the Summary tab. The Summary tab provides general information about the door you have selected. This information includes:

- Serial number
- Firmware version
- Device address
- Last status
- Reason
- Communication route
- Other companies with access

The status of several door options are also displayed. These include:

- Suppression
- Unlock schedule
- PIN schedule
- Two-person rule
- Anti-passback

Finally, a third display shows summary information about the current door. This includes:

- Project database
- Card reader partition
- Circuit 1 partition
- Circuit 2 partition
- Muster
- Keypad

To view integrated access control door summary information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door from the tree view.
5. Click the Summary tab.

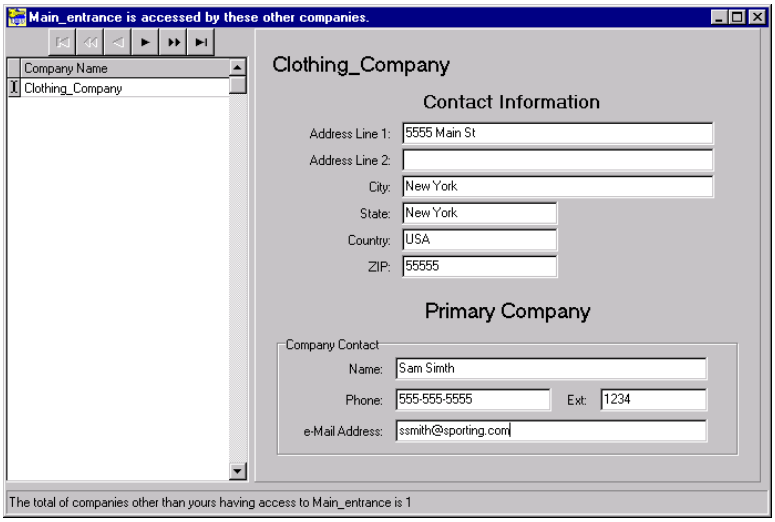
Communication routes

Each integrated access control CRC and KPDISP has a communication route. The communication route defines how the ACDB downloads information to these devices. All CRCs and KPDISPs are initially set to a default route. For information on how to change the communication route for CRCs and KPDISPs refer to Chapter 10, “Outbound ports and routes.”

Other companies with access

At the bottom of the door summary tab is the Other Companies With Access button. This button shows the number of other companies that have access to this door. Clicking this button opens a window that lists the other companies that have access to this door and shows their contact information.

If you are not the primary owner of this door, the Other Companies With Access button displays the primary company. The primary company of the door controls its configuration. Only the primary company can make changes to the designated door.



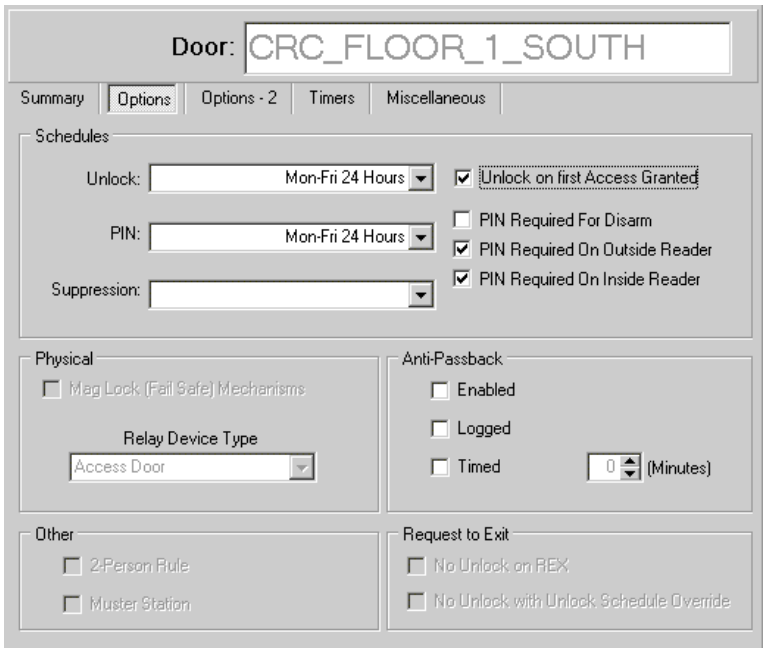
This dialog box lists the other companies with access to the door. It also displays the primary company contact information. The primary company controls the configuration of the door.

Configuring door operating options

Only the primary owner of an integrated access control door can configure the door options. If you are not the primary owner of the door, the ACDB dims these options. Door options include:

- Schedule
- Physical
- Anti-passback
- Other
- Request to exit

Your integrated system installer configures the integrated access control door options for Physical, Anti-passback, and Other. The ACDB dims these options. The primary owner of the door configures options for Schedules and Request to exit in the ACDB.



The integrated system installer and the primary owner of the door configure door options

Unlock schedule and unlock on first access granted options

The unlock schedule defines the day and time when the CRC will automatically unlock the door. To create an unlock schedule, see Chapter 5, “Schedules” in the *Access Control Database User Manual.*

When the Unlock on first Access Granted check box is checked, the door does not unlock based on the unlock schedule alone. The door unlocks when a valid cardholder badges in after the schedule start time. The door stays unlocked until the schedule time has elapsed.

PIN schedule option

For added security, a card reader can be equipped with a PIN pad. The PIN schedule defines when a PIN number is required, in addition to an access card, to gain entry. To create a PIN Schedule, see Chapter 5, “Schedules” in the *Access Control Database User Manual.*

When the cardholder badges in, the card reader red LED flashes indicating that the cardholder must enter a PIN number. After the PIN number is entered, the green LED lights and the door opens.

Note: Before adding a PIN schedule, check with your integrated system installer to ensure that the card reader has a PIN pad.

PIN required on inside/outside reader options

When a PIN schedule is selected for the door, you can specify whether a PIN is required on entry (on the outside reader) or on exit (on the inside reader) or both. The PIN Required On Inside/Outside Reader check boxes let you specify which readers require entry of a PIN during the PIN schedule hours, before access is granted.

When the cardholder badges in, the card reader LED flashes indicating that the cardholder must enter a PIN number. After the PIN number is entered, the door unlocks.

Note: This option requires CRC firmware version 1.20.00 or later.

PIN required for disarm option

When the PIN Required For Disarm check box is checked, the partition does not disarm until a valid cardholder badges in and enters a PIN number. The door must be part of a partition. The cardholder badging in must have disarm privilege for the partition. When the cardholder badges in, the card reader red LED flashes indicating that the cardholder must enter a PIN number. After the PIN number is entered, the door opens and the partition is disarmed.

Request to exit (REX)

No unlock on REX: If checked, the door will not unlock when a REX device is activated.

Example: If you have a motion detector at a door and you do not want it to open the door.

No unlock with unlock schedule override: If checked and the unlock schedule has been overridden, the door will not unlock when a REX device is activated

To set a schedule option:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Options tab.
6. From the Unlock, PIN, or Suppression list, select the desired schedule.
7. Save the door schedules and download the system.

Configuring door lockout options

When several consecutive badging attempts fail, the system can lock out an outside reader so that it ignores further attempts for a period of time. This discourages illegal access attempts by "trial-and-error badging" with a series of stolen or fabricated badges.

You can specify the maximum number of access denied events before lockout. You can also specify the lockout period.

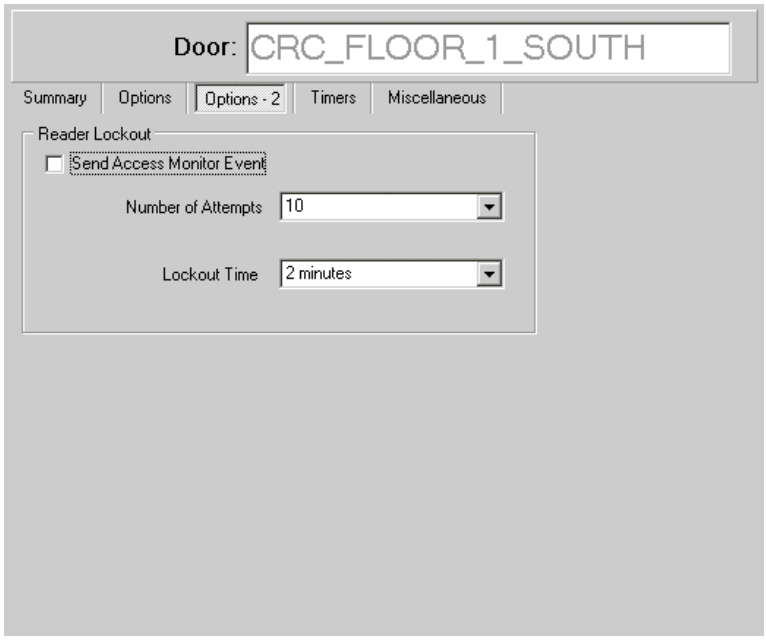
An access granted event that occurs before a lockout resets the access denied counter. A lockout ends when the lockout period passes, and this also resets the access denied counter.

You can specify whether or not the CRC reports the lockout in the form of a security maintenance event. The event activates when the reader is locked out, and restores when the lockout period passes and the lockout ends.

Fields on the Options - 2 tab let you customize the lockout operation of the selected CRC. These are:

- Send access monitor event
- Number of attempts
- Lockout time

Note: This tab and its options require CRC firmware version 1.70.00 or later.



The Options - 2 tab lets you customize lockout operation for a CRC

Send access monitor event

The Send Access Monitor Event check box determines whether or not lockout is reported. If checked, the CRC sends a security maintenance activation event when the lockout starts. The event is restored when the reader lockout period ends. The default is for the check box to be cleared. That is, no lockout events are reported.

Number of attempts

The Number of Attempts list lets you specify the number of consecutive access-denied -unknown user events allowed before the card reader is disabled (locked out). You can choose 0, 2, 5, 10, or 15 events. The default value is 0 events.

An access-granted event resets the count back to zero. The count is also reset if 60 seconds passes with no further badging attempts.

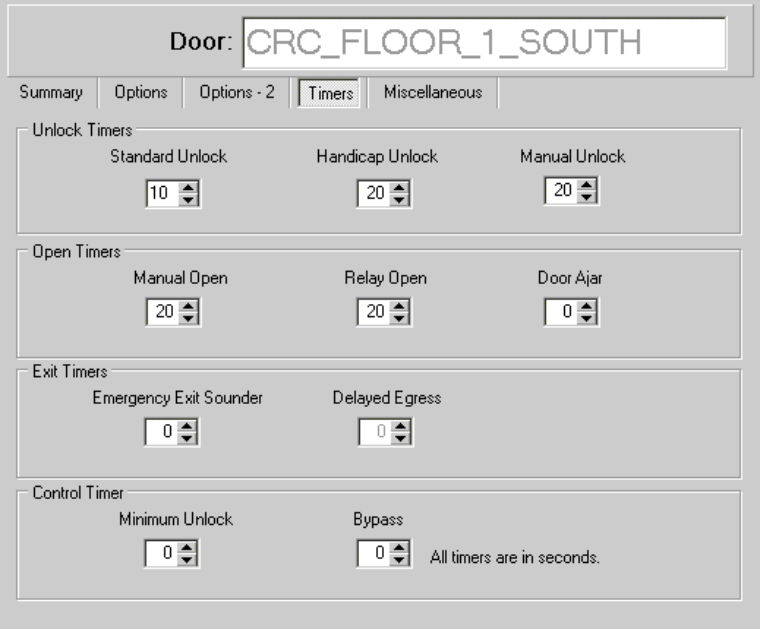
Lockout time

The Lockout Time list lets you specify the duration of the lockout. You can select 15, 30, 60, 90, 120, or 180 seconds. The default is 15 seconds.

Configuring door timers

The next tab for doors is the Timers tab. The ACDB divides the timers into four groups:

- Unlock timers
- Open timers
- Exit timers
- Control timers



The Timers tab is divided into unlock, open, exit, and control timers groups

Standard unlock timer

The standard unlock time is the number of seconds that the door stays open before relocking, when a cardholder badges in. The time can range from 0 to 255 seconds. The default value is 10 seconds.

Handicap unlock timer

The handicap unlock time sets the number of seconds that the door stays open before relocking, when a cardholder designated as handicapped badges in. The time can range from 0 to 255 seconds. The default value is 20 seconds. This unlock time is generally longer than the standard unlock time, to allow added time for a handicapped person to gain entry.

Manual unlock timer

The manual unlock timer sets the number of seconds that the door stays open before relocking, when an unlock command is received from the integrated system, FireWorks, or a local request to exit device. The time can range from 0 to 255 seconds. The default value is 20 seconds.

Manual open timer

The manual open time sets the number of seconds that the auxiliary relay stays active, when an open command is received from the integrated system, FireWorks, or from a local ADA

request to open device. The time can range from 0 to 255 seconds. The default value is 20 seconds.

Note: This option is unavailable (dimmed) if the relay is not set to Access Door Motor Control by your integrated system installer.

Relay open timer

The relay open timer sets the number of seconds that the auxiliary relay timer stays active, when a user who is designated as handicapped badges in. The time can range from 0 to 255 seconds. The default value is 20 seconds. The relay output is typically connected to a door opener.

Note: This option is unavailable (dimmed) if the relay is not set to Access Door Motor Control by your integrated system installer.

Door ajar timer

The door ajar timer sets the number of seconds that an access door can be left open before a signal is sent to the integrated system. If the door is left ajar past the door ajar time, the local sounder in the CRC (if installed) sounds for one second every minute. This is a security feature, ensuring that doors are not propped open and left for an extended time.

Note: Before setting the door ajar timer, verify with your integrated system installer that the door has an access door contact and CRC sounder installed.

Emergency exit sounder timer

The emergency exit sounder timer sets the number of seconds (0 to 255) the CRC sounder sounds when an emergency exit door is forced open without badging out or using a request to exit device (without bypass). When set to zero (default), this feature is disabled. When set to 255, the sounder will sound until manually reset. In all cases, badging in on the sounding door silences the sounder.

Delayed egress timer

The delayed egress timer sets the number of seconds that egress is delayed when a Request to Exit button with delayed egress is pressed. When set to zero, the delayed egress feature is disabled. This timer is configured by your system installer.

Note: Refer to NFPA 101 and the local AHJ to determine the requirements for delayed egress applications.

Minimum unlock timer

The minimum unlock timer sets the number of seconds (0 to 15) that the CRC waits before attempting to relock the door. The default value is 0, which means that the CRC will attempt to relock the door immediately.

This feature keeps the door from relocking the instant it is opened, and prevents door being pulled shut due to a loose fitting door or door sensor.

If the standard unlock time expires before the minimum unlock time, the door relocks. This means that the door is never unlocked for longer than the standard unlock time.

Bypass timer

The bypass timer sets the number of seconds (0 to 255) that the CRC suppresses signaling an event to the system. The default is 0 seconds, which means that there is no suppression. The bypass timer is activated after a valid cardholder badges in or upon activation of various exit devices with bypass features.

To set door timers:

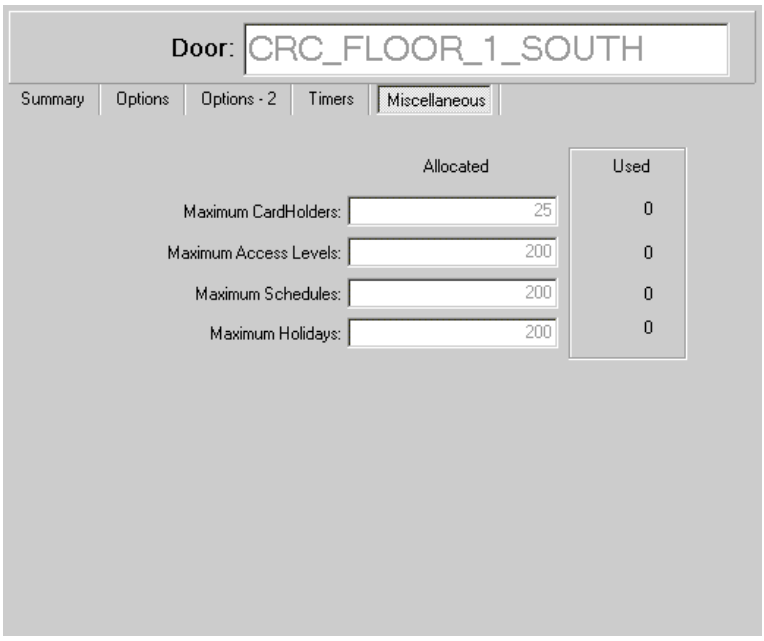
1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Timers tab.
6. In the appropriate timer box, click the up or down arrow to set the seconds for each timer.
7. Save the door timers and download the system.

Viewing miscellaneous door information

The Miscellaneous tab shows the limits of the following:

- Cardholders
- Access levels
- Schedules
- Holidays

Your integrated system installer configures all miscellaneous information for integrated access control doors using the Resource Profile Manager.



Miscellaneous door information

To view door miscellaneous information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Miscellaneous tab.

Viewing Keypad Displays (KPDISPs)

If your system has KPDISPs, they are displayed in the company view and the hardware view. In the company view, if the KPDISP is displayed under a building, it is used for fire alarm applications. In the company view, if the KPDISP is displayed under a partition, it is used for security applications. The same KPDISP can be used for both fire alarm and security applications. In this case, the KPDISP is displayed twice, under the building and under the partition.

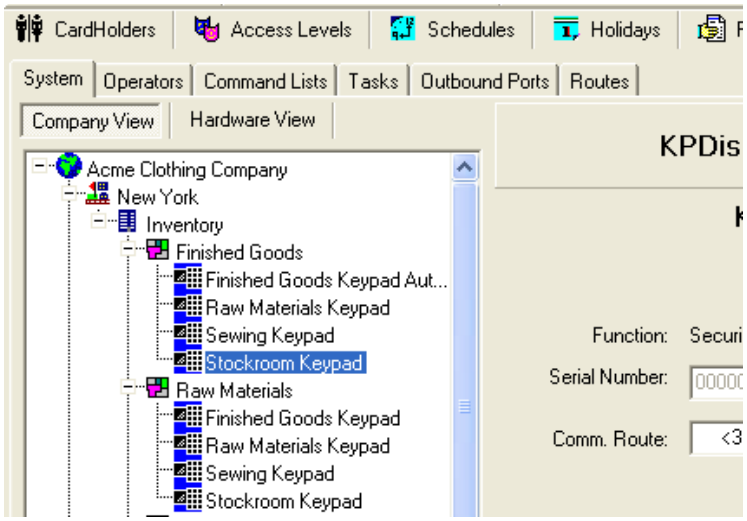
Your integrated system installer configures all KPDISP functions, except for the communication route. The following information is displayed for each KPDISP:

- Function (company view only)
- Serial number
- Communication route
- Privileges (company view only)
- Other companies with access

KPDISP privileges

The privileges for a fire alarm KPDISP differ from the privileges for a security KPDISP. The same KPDISP can be displayed under a building for fire alarm applications and under a partition for security applications.

The company view shows which fire alarm privileges are available for a given KPDISP. These privileges are assigned when you create access levels. See Chapter 7, “Access levels” in the *Access Control Database User Manual* for more information.



Keypad display information

To view KPDISP summary information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired KPDISP in the tree view.

Communication routes

Each CRC and KPDISP has a communication route. The communication route defines how the ACDB downloads information to these devices. All CRCs and KPDISPs are initially set to a default route. For information on how to change the communication route for CRCs and KPDISPs refer to Chapter 10, “Outbound ports and routes.”

Other companies with access

At the bottom of the KPDISP summary tab is the Other Companies With Access button. This button shows the number of other companies that have access to this KPDISP. Clicking this button opens a window that lists the other companies that have access to this KPDISP and shows their contact information.

If you are not the primary owner of this KPDISP, the primary company is displayed. The primary company of the KPDISP controls its configuration. Only the primary company can change the KPDISP configuration.

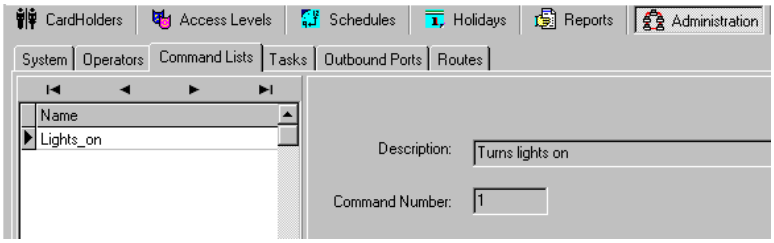
Command lists

Your integrated system installer defines the command lists available for your system. These are imported with the RP file. Command lists are typically are used to:

- Transmit access events to the Central Monitoring System (CMS)
- Activate remote gates
- Activate CCTV cameras
- Activate relays that control other devices, such as elevator controls

The Command Lists tab shows all the commands that have been imported for your company.

A command list can be attached to a CRC in an access level. The system activates the command list when the CRC grants access.



The command list window shows all the command lists that have been imported into the ACDB

Viewing command lists

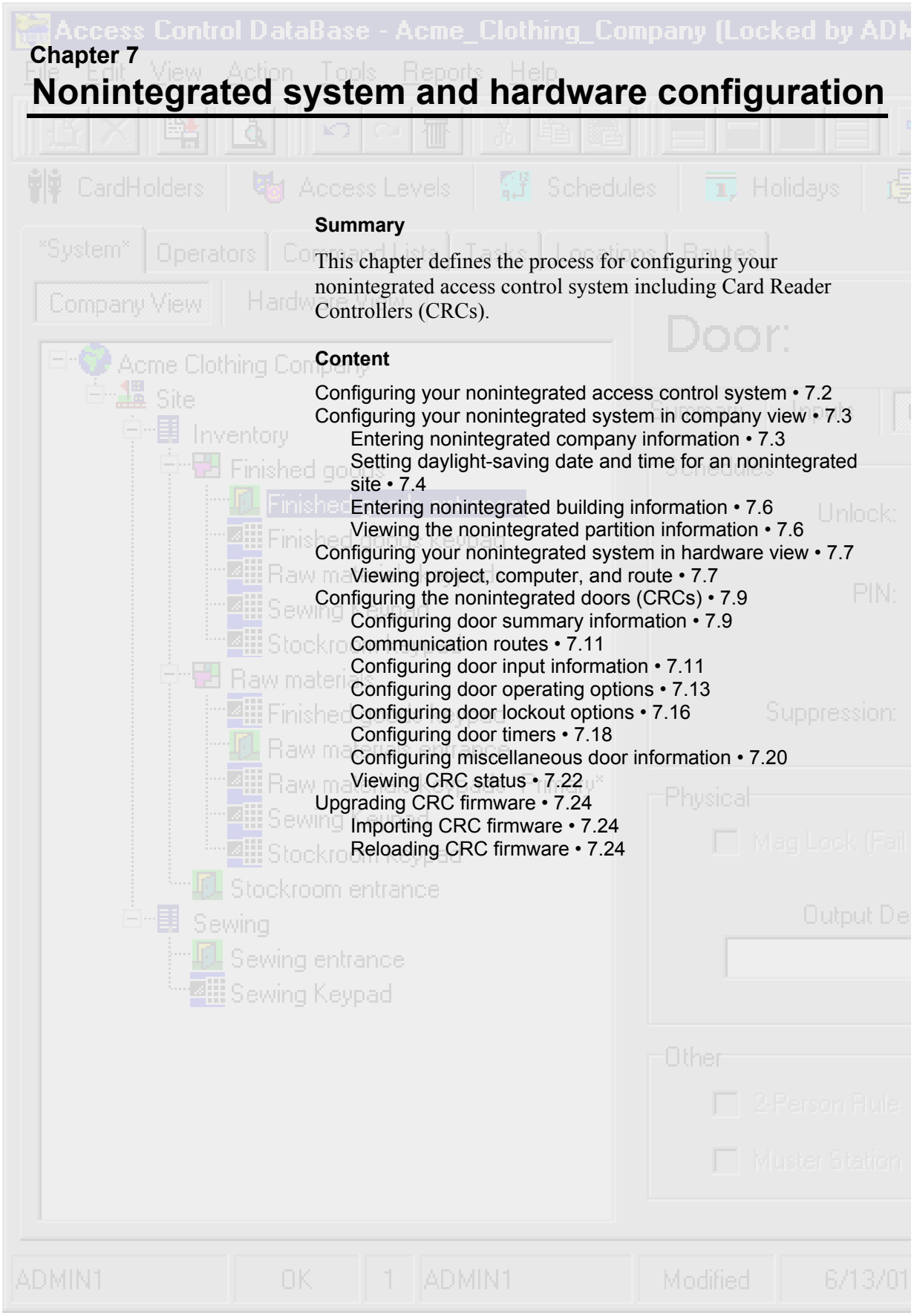
Command lists are defined by your installer and can not be edited in the ACDB. They are listed on the Command Lists tab for you to review. The description of the command lists helps to identify the command list's function.

To view a command list:

1. Click the Administration tab.
2. Click the Command List tab.
3. Select the command list you wish to view.

Chapter 7

Nonintegrated system and hardware configuration



Summary

This chapter defines the process for configuring your nonintegrated access control system including Card Reader Controllers (CRCs).

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Configuring your nonintegrated access control system • 7.2
Configuring your nonintegrated system in company view • 7.3
- Entering nonintegrated company information • 7.3
- Setting daylight-saving date and time for an nonintegrated site • 7.4
- Entering nonintegrated building information • 7.6
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Configuring your nonintegrated system in hardware view • 7.7
- Viewing project, computer, and route • 7.7

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Configuring your nonintegrated access control system

A *nonintegrated access control system* is made up of a computer running the ACDB and CRCs that are directly connected to that computer. It is a system where the company, project, site, buildings, partitions, CRC loops, and CRCs are created and configured within the ACDB.

The Administration > System tab shows expanded tree views of your nonintegrated access control system. The System tab offers two views:

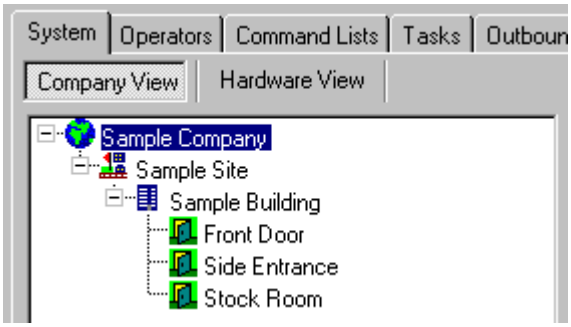
- Company view
- Hardware view

Both views are of the same access control system. They both show the same Company, and Card Reader Controllers (CRCs). The *hardware view* shows the physical interconnections of the components in your access control system. The *company view* shows the logical organization of the components into buildings and partitions.

Unless otherwise noted, all functions can be completed in either hardware or company view.

Configuring your nonintegrated system in company view

The company view shows you how your access control system is configured. The company view tree shows the sites, buildings, and partitions in your company. CRCs are displayed under the buildings and partitions that they belong to.



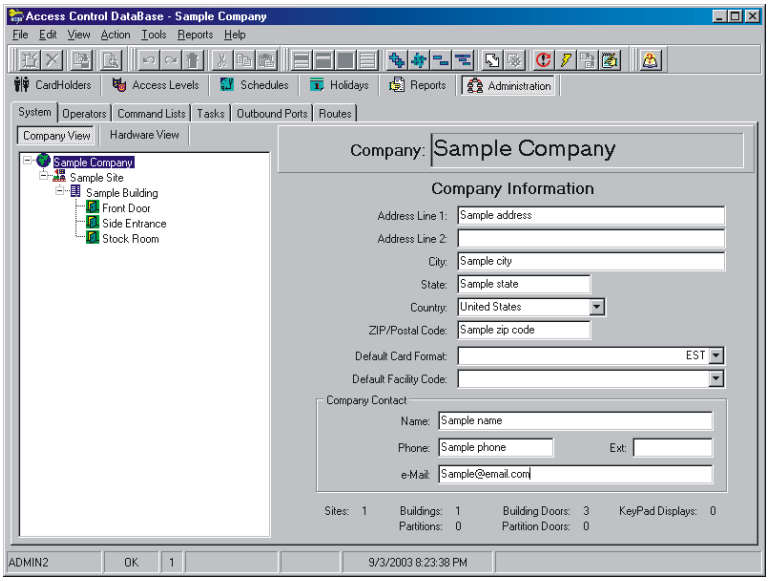
The company view tree shows how your system is configured

Company view tree icons

Icon	Meaning
	Company
	Site
	Building
	Partition
	Door or Card Reader Controller (CRC)

Entering nonintegrated company information

The first level in the tree, for both hardware view and company view, is the company. You can only have one company in your database. When you select the company, its information is displayed in the right pane of the tab. This information includes the company name, address, and company contact information.



Company information

To enter nonintegrated company information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View or Hardware View.
4. In the tree, select the company name.
5. Enter the company name, address, city, state, country, and ZIP code in the designated fields.
6. Enter the company contact information for name, telephone number, extension, and e-mail address of the company contact.
7. Save the company information.

For information on setting the Default Card Format and Default Facility Code see Chapter 5, “Administrator operations.”

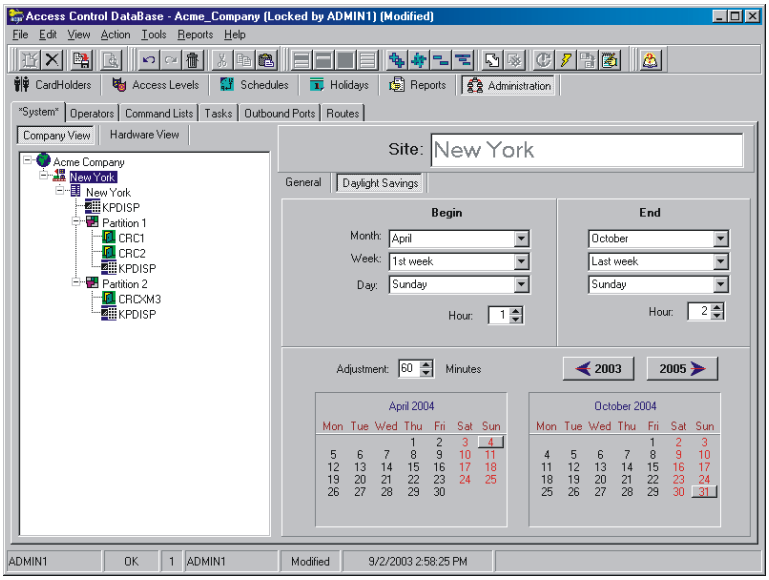
Note: Company information can also be entered by clicking Tools > Options > Company Information.

Setting daylight-saving date and time for a nonintegrated site

The second level in the company view tree is the site. Clicking on the site displays the subtabs General and Daylight Savings. The General tab displays the company associated with the site and the number of buildings, partitions, doors, and keypads in the site.

The second sub-tab is for configuring daylight-saving time for the site. Daylight-saving time is configured by setting the begin and end dates for each specific site.

You can also edit the site name. The site name is the name that appears in the company tree. You can name your nonintegrated site whatever you would like.



For each site you can adjust when daylight-saving begins and ends

To set daylight-saving date and time for an nonintegrated site:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the site in the tree view.
5. Click Daylight Savings tab.
6. Set the Month, Week, Day, and Hour that daylight-savings time begins.
7. Set the Month, Week, Day, and Hour that daylight-savings time ends.
8. Set the number of minutes to adjust the time for daylight-savings time.
9. Save the site information.

Entering nonintegrated building information

The third level in the company view tree shows the company's buildings. A company can have multiple buildings. Clicking a building displays the building information in the right pane. The information is specific to the individual building you have selected and includes the building's address and contact information. Enter this information for each of your buildings.

To enter nonintegrated building information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the desired building in the tree view.
5. Enter the building's address, city, state, country, and ZIP code in the designated fields.
6. Enter the building's contact information for name, telephone number, extension, and email address of the building contact.
7. Save the building information.

Viewing the nonintegrated partition information

The fourth level in the company view tree is the partition. A nonintegrated partition allows you to group CRCs together. Grouping your CRCs into a nonintegrated partition gives you the ability to select *all* the CRCs *at once*. This makes it easier to assign schedules for an access level.

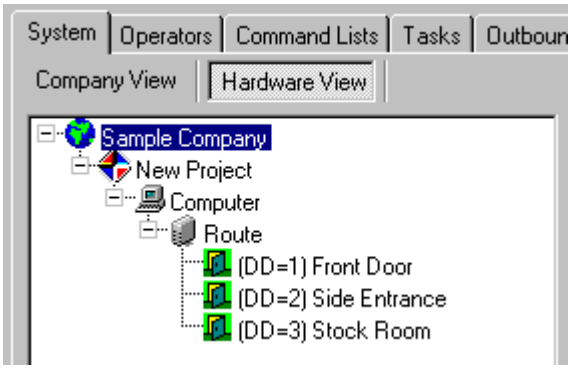
Each building can have several partitions. Clicking on the partition displays its information and shows the company, description, site, and building of the partition. It also displays how many doors are part of that partition. You can only edit the partition name.

To view the nonintegrated partition information:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View.
4. Select the desired partition in the tree view.

Configuring your nonintegrated system in hardware view

The hardware view tree shows the physical interconnections of the components in your access control system. See the table below for the meanings of the nonintegrated icons in this tree. This display makes it easy to see what each CRC connects to.



The Hardware View tree shows how the components of your nonintegrated access control system are connected

Hardware view tree icons

Icon	Meaning
	Company
	Project
	Computer
	Route
	Card Reader Controller (CRC or CRCXM)

Viewing project, computer, and route

The project, computer, and route are displayed under the company icon in the hardware view. They are icons that represent a nonintegrated access control system. Each CRC loop added to your company is represented by a project, computer, and route.

The computer icon represents the computer that is running the ACDB and the computer the CRC loop connects to.

The route is how the ACDB communicates to the nonintegrated CRCs in your access control system. Clicking on the route icon displays the route information in the right pane. All fields are dimmed and are view-only.

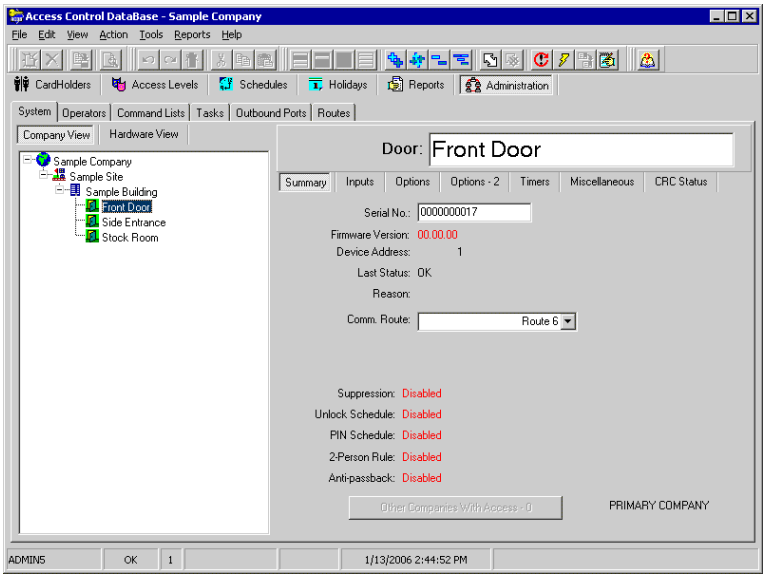
To view the project, computer, and route:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Hardware View.
4. Select the desired Project, Computer, or Route in the tree view.

Configuring the nonintegrated doors (CRCs)

From the company view tree and the hardware view tree you can see the CRCs or doors of your access control system. For nonintegrated CRCs, all configuration is done within the ACDB. Door configuration is divided into the following tabs:

- Summary
- Inputs
- Options
- Options - 2
- Timers
- Miscellaneous
- CRC status



When you select a door from the company view tree or the hardware view tree the door's configuration tabs are displayed

Note: The options displayed on the door configuration tabs depend on the CRC firmware level. The options you see may vary from those shown here. The complete set of options for a device may not appear until you run a CRC status task. See Chapter 9, "Tasks."

Configuring door summary information

The Summary tab provides general information about the door you have selected. Most of the information is view-only. The CRC serial number and communication route is the only information that must be entered for each of your nonintegrated access control doors. The Summary tab displays the information described below.

Serial number

The CRC serial number is a number that uniquely identifies the CRC for your access control the system.

Firmware version

Firmware version is the version of the software program that runs the CRCs. Firmware cannot be modified in anyway.

Device address

Device address is used by the ACDB to determine the location of the CRCs.

Last status

Last status is the last status the CRC reported to the ACDB. For more information on CRC status see Chapter 9, “Tasks.”

Reason

Reason displays information about a communication failure between the ACDB and the nonintegrated CRC. If the CRC does not have a communication failure, then nothing is displayed.

Communication route

Communication route is the route the ACDB uses to communicate with the CRC. For more information see Chapter 10, “Outbound ports and routes.”

The status of several door options are also displayed. These include:

- Suppression
- Unlock schedule
- PIN schedule
- Two-person rule
- Anti-passback

To configure door summary information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either the Company View or the Hardware View tab.
4. Select the desired door from the tree view.
5. Enter the serial number for the door.
6. Save the summary door information.

Communication routes

Each CRC has a communication route. The communication route defines how the ACDB downloads information to these devices. All CRCs are initially set to a default route. For information on how to change the communication route for CRCs refer to Chapter 10, “Outbound ports and routes.”

Configuring door input information

The Input tab displays the door’s partition assignment and defines the function of the two input circuit of the CRC.

Partition assignment

Partition assignment allows you to assign the door to any partitions in your system. This moves the door icon to the partition you select in the tree view.

Circuit 1

Input circuit one is always set to Access Door Contact. Access Door Contact means that the door is locked and unlocked by the connected CRC. The contact informs the CRC about the position of the door for door relocking and door-ajar processing.

Circuit 2

Input circuit two can be set for these circuit types:

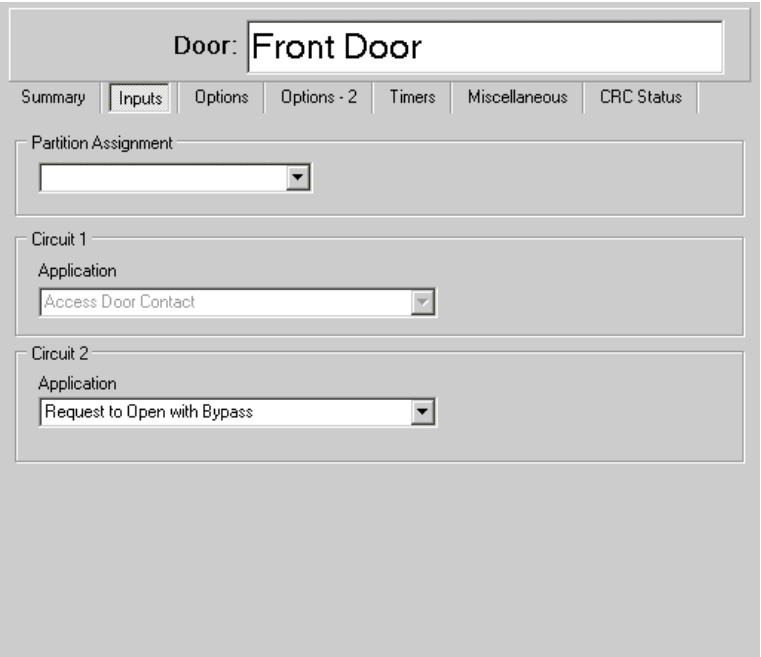
- Request to open with bypass
- Request to exit button with bypass
- Request to exit with delayed egress

A request to open with bypass circuit connects to an ADA-approved request to exit push button. As a person approaches an access door, they manually activate the push button. This causes the CRC to unlock the door and activate the door open relay. The ADA button and this input circuit type may be required by ADA for use with doors that access public areas. The bypass feature of this application allows egress without badging out. Select this input circuit type if badging out is not required and the door is an emergency exit access door.

A request to exit button with bypass circuit allows a person to manually activate the CRC to unlock the access door. The request to exit (REX) button is required by NFPA for use with a maglock. The bypass feature of this application allows egress without badging out. Select this input circuit type if badging out is not required and the other input circuit is an emergency exit access door.

A request to exit with delayed egress circuit connects to a request to exit push button or panic bar. The request to exit push

button activates the CRC sounder and a timer. After a maximum of 30 seconds, the CRC will unlock the door. The delayed REX button and this input circuit type are allowed by NFPA for use with a maglock. This type of exit device is typically used in retail stores to discourage shoplifting.



The Door > Inputs tab allows the configuration of the CRC's input circuits

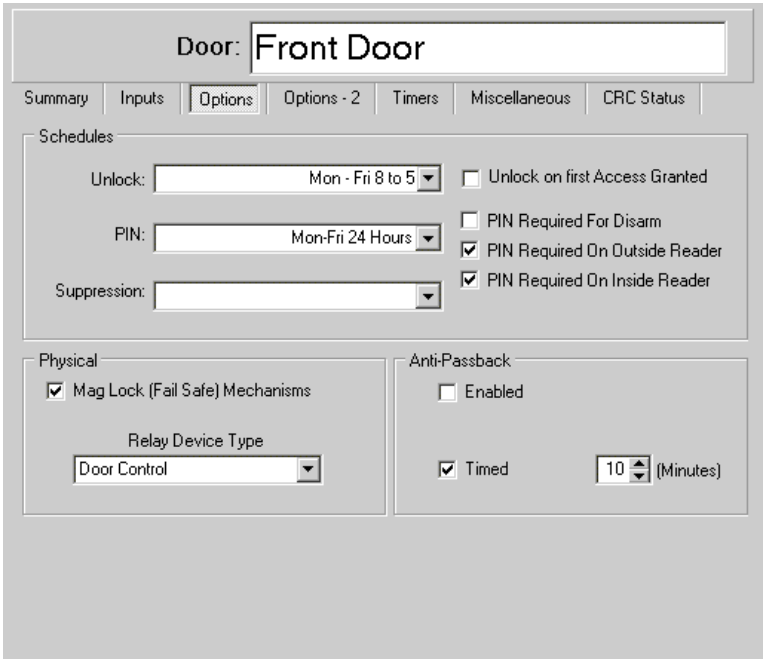
To configure door input information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either the Company View or the Hardware View tab.
4. Select the desired door from the tree view.
5. Click the Inputs tab.
6. If you are using partitions, select the partition assignment.
7. For circuit 2, select the application.
8. Save the door inputs information.

Configuring door operating options

Door options include:

- Schedules
- Physical settings
- Anti-passback



The Door > Options tab allows the configuration of schedules, physical settings, and anti-passback

Unlock schedule and unlock on first access granted options

The unlock schedule defines the day and time when the CRC will automatically unlock the door. To create an unlock schedule, see Chapter 5, “Schedules” in the *Access Control Database User Manual.*

When the Unlock on first Access Granted check box is checked, the door does not unlock based on the unlock schedule alone. The door unlocks when a valid cardholder badges in after the schedule start time. The door stays unlocked until the schedule time has elapsed.

PIN schedule option

For added security, a card reader can be equipped with a PIN pad. The PIN schedule defines when a PIN number is required, in addition to an access card, to gain entry. To create a PIN Schedule, see Chapter 5, “Schedules” in the *Access Control Database User Manual.*

When the cardholder badges in, the card reader red LED flashes indicating that the cardholder must enter a PIN number. After the PIN number is entered, the green LED lights and the door opens.

Note: Before adding a PIN schedule, check with your integrated system installer to ensure that the card reader has a PIN pad.

PIN required for disarm option

When the PIN Required For Disarm check box is checked, the partition does not disarm until a valid cardholder badges in and enters a PIN number. The door must be part of a partition. The cardholder badging in must have disarm privilege for the partition. When the cardholder badges in, the card reader red LED flashes indicating that the cardholder must enter a PIN number. After the PIN number is entered, the door opens and the partition is disarmed.

PIN required on inside/outside reader options

When a PIN schedule is selected for the door, you can specify whether a PIN is required on entry (on the outside reader) or on exit (on the inside reader) or both. The PIN Required On Inside/Outside Reader check boxes let you specify which readers require entry of a PIN during the PIN schedule hours, before access is granted.

When the cardholder badges in, the card reader LED flashes indicating that the cardholder must enter a PIN number. After the PIN number is entered, the door unlocks.

Note: This option requires CRC firmware version 1.20.00 or later.

Suppression schedule option

The suppression schedule defines when the CRC does not log normal events into history. The CRC always logs access denied, disarm, and irregular access events. This feature is provided to reduce the large number of normal access events being put into history during normal business hours. To create a suppression schedule, see Chapter 5, “Schedules” in the *Access Control Database User Manual.*

Physical

Options in the Physical group let you set the door as a maglock and set the relay device type. A maglock requires constant current to keep the door locked. The term *fail safe mechanisms* means that if electrical current to the maglock is lost, the door will no longer be locked. If the box is unchecked the ACDB assumes that the door is equipped with a strike door lock.

Relay device type

The relay device type can be set to:

- None (default)
- Access door motor control
- Forced door
- Relay follows door lock

The relay with device type *None* does not activate under any circumstances. The door is simply an access door without any relay controls.

An *access door motor control relay* activates when access is granted to a cardholder with disability privileges. Use this option only when the relay controls a door opener for handicap access.

An *forced door relay* activates when the door is forced opened without a valid access-granted event. This allows you to wire the relay to a third party security system to monitor when the door is forced opened. The relay deactivates when the door is closed.

A *follows door lock relay* activates whenever the door lock is commanded to unlock. Use this relay type when you want the relay to activate whenever a person is granted access.

Anti-passback

Anti-passback determines how the CRC tracks the status of people entering and leaving a door. Your can select:

- Enabled
- Timed

Enabled anti-passback is the most restrictive form of anti-passback, requiring all personnel to badge in and out and denying them access to a door when they fail to do so. To use enabled anti-passback the door must be equipped with inside and outside card readers.

In timed anti-passback, when a card is presented a timer is started. The card can not be used to gain access again until the time period has expired. After the time period has expired the card can be used to gain access.

To configure door options:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Options tab.

6. From the Unlock, PIN, or Suppression list, select the desired schedule.
7. In the Physical group, if your door is a maglock, check the Maglock (Fail Safe) Mechanisms check box.
8. In the Physical group, select the desired relay device type.
9. If the door uses anti-passback, set the door's anti-passback options.
10. Save the door options and download the system.

Configuring door lockout options

When several consecutive badging attempts fail, the system can lock out an outside reader so that it ignores further attempts for a period of time. This discourages illegal access attempts by "trial-and-error badging" with a series of stolen or fabricated badges.

You can specify the maximum number of access denied events before lockout. You can also specify the lockout period.

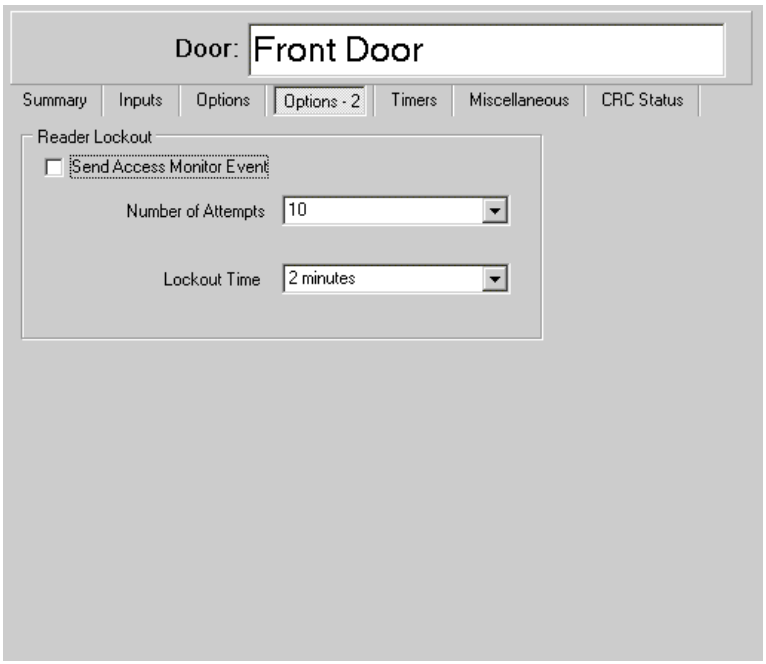
An access granted event that occurs before a lockout resets the access denied counter. A lockout ends when the lockout period passes, and this also resets the access denied counter.

You can specify whether or not the CRC reports the lockout in the form of a security maintenance event. The event activates when the reader is locked out, and restores when the lockout period passes and the lockout ends.

Fields on the Options - 2 tab let you customize the lockout operation of the selected CRC. These are:

- Send access monitor event
- Number of attempts
- Lockout time

Note: This tab and its options require CRC firmware version 1.70.00 or later.



The Options - 2 tab lets you customize lockout operation for a CRC

Send access monitor event

The Send Access Monitor Event check box determines whether or not lockout is reported. If checked, the CRC sends a security maintenance activation event when the lockout starts. The event is restored when the reader lockout period ends. The default is for the check box to be cleared. That is, no lockout events are reported.

Number of attempts

The Number of Attempts list lets you specify the number of consecutive access-denied unknown user events allowed before the card reader is disabled (locked out). You can choose 0, 2, 5, 10, or 15 events. The default value is 0 events.

An access-granted event resets the count back to zero. The count is also reset if 60 seconds passes with no further badging attempts.

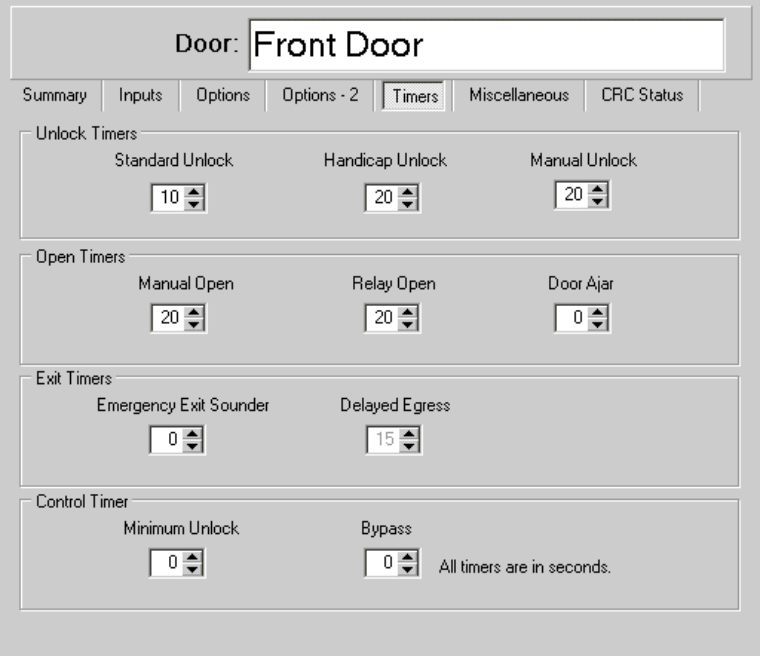
Lockout time

The Lockout Time list lets you specify the duration of the lockout.

Configuring door timers

The next tab for doors is the Timers tab. The ACDB divides the timers into four groups:

- Unlock timers
- Open timers
- Exit timers
- Control timers



The Timers tab is divided into unlock, open, exit, and control timers groups

Standard unlock timer

The standard unlock time sets the number of seconds that the door stays unlocked before relocking, when a user badges in. The time can range from 0 to 255 seconds. The default value is 10 seconds.

Handicap unlock timer

The handicap unlock time sets the number of seconds that the door stays open before relocking, when a cardholder designated as handicapped badges in. The time can range from 0 to 255 seconds. The default value is 20 seconds. This unlock time is generally longer than the standard unlock time, to allow added time for a handicapped person to gain entry.

Manual unlock timer

The manual unlock timer sets the number of seconds that the door stays open before relocking, when an unlock command is received from a local request to exit device. The time can range from 0 to 255 seconds. The default value is 20 seconds.

Manual open timer

The manual open time sets the number of seconds that the auxiliary relay stays active, when an open command is received from a local ADA request to open device. The time can range from 0 to 255 seconds. The default value is 20 seconds.

Relay open timer

The relay open timer sets the number of seconds that the auxiliary relay timer stays active, when a user who is designated as handicapped badges in. The time can range from 0 to 255 seconds. The default value is 20 seconds. The relay output is typically connected to a door opener.

Door ajar timer

The door ajar timer sets the number of seconds that an access door can be left open before a signal is sent to the local sounder in the CRC (if installed). The CRC sounder will then sound for one second every minute. This is a security feature, ensuring that doors are not propped open and left for an extended time.

Note: Before setting the door ajar timer, verify with your system installer that the door has an access door contact and CRC sounder installed.

Emergency exit sounder timer

The emergency exit sounder timer sets the number of seconds (0 to 255) the CRC sounder sounds when an emergency exit door is forced open without badging out or using a request to exit device (without bypass). When set to zero (default), this feature is disabled. When set to 255, the sounder will sound until manually reset. In all cases, badging in on the sounding door silences the sounder.

Delayed egress timer

The delayed egress timer sets the number of seconds that egress is delayed when a request to exit button with delayed egress is pressed. When set to zero, the delayed egress feature is disabled. This timer is configured by your integrated system installer and is view-only (dimmed).

Note: Refer to NFPA 101 and the local AHJ to determine the requirements for delayed egress applications.

Minimum unlock timer

The minimum unlock timer sets the number of seconds (0 to 15) that the CRC will wait before attempting to relock the door. The default value is 0, which means that the CRC will attempt to relock the door immediately.

This feature keeps the door from relocking the instant it is opened, and prevents door being pulled shut due to a loose fitting door or door sensor.

If the standard unlock time expires before the minimum unlock time, the door relocks. This means that the door is never unlocked for longer than the standard unlock time.

Bypass timer

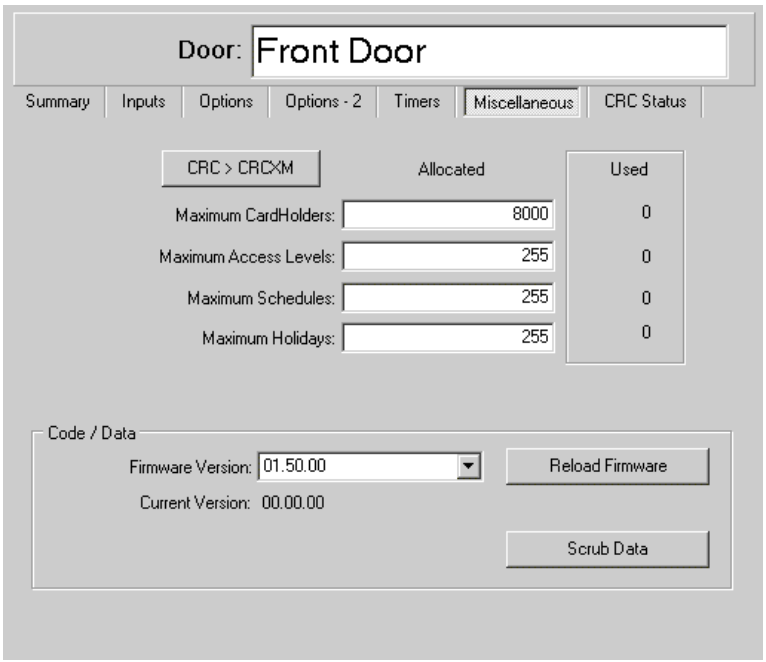
The bypass timer sets the number of seconds (0 to 255) that the CRC suppresses signaling an event to the system. The default is 0 seconds, which means that there is no suppression. The bypass timer is activated after a valid cardholder badges in or upon activation of various exit devices with bypass features.

To set door timers:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Timers tab.
6. In the appropriate timer box, click the up or down arrow to set the seconds for each timer.
7. Save the door timers and download the system.

Configuring miscellaneous door information

The Miscellaneous tab allows you to allocate the number of cardholders, access levels, schedules, and holidays that can be downloaded to each CRC. It also displays the current number being used by the CRC.



Miscellaneous door information

To configure miscellaneous door information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Miscellaneous tab.
6. Set the number of allocated resources for the CRC.
7. Save the miscellaneous door information and download the system.

Reloading CRC firmware

For information on upgrading the CRC firmware see "*Upgrading CRC firmware,*" in this chapter.

Scrubbing data from a CRC

Scrubbing data means removing all data from a CRC. After removing data from the CRC, the door will no longer allow access to any access cards except the construction card.

Note: Scrubbing data from a CRC requires CRC firmware version 1.3 or higher. For information on CRC firmware see "*Upgrading CRC firmware,*" in this chapter.

To scrub data from a CRC:

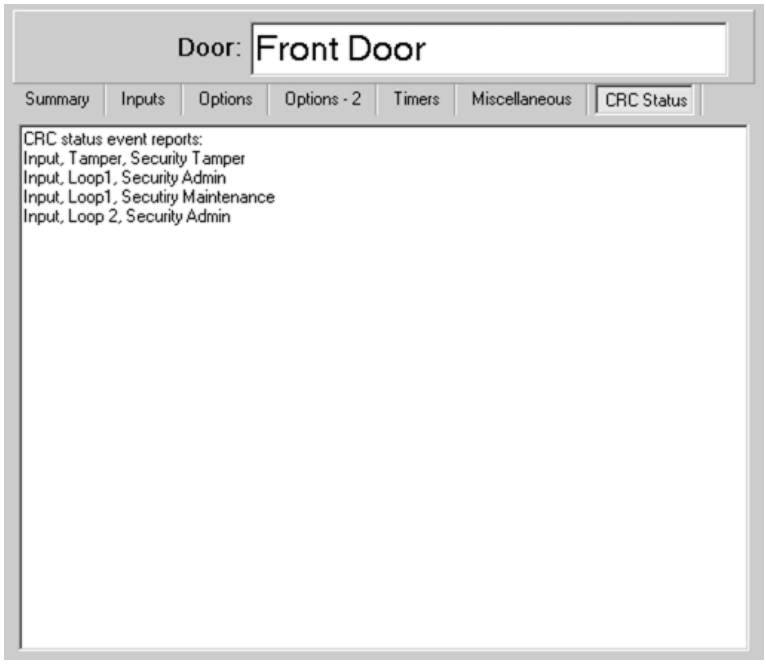
1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door (CRC) in the tree view.
5. Click the Miscellaneous tab.
6. Click the Scrub Data button.
7. Save the current settings for the CRC and download the system.

Viewing CRC status

The CRC status tab displays status information for the selected CRC. The CRC status information is retrieved when a CRC status task is run. For more information on running a CRC status task see Chapter 9, “Tasks.”

Each line of status information is broken down into three parts.

- Point type
- CRC pseudo name
- CRC event type



The CRC Status tab displays the selected CRC’s status after a CRC Status task has been run

Example: Input, Loop 1, Security Tamper. This shows that the CRC controller point input, on loop one of the CRC, has a security tamper event.

Possible CRC status information is defined in the following three tables:

Point type	Description
Input	An input CRC controller point
Output readers	An output CRC controller point for the card reader
Output door	An output CRC controller point for the door contact

CRC pseudo name	Description
Tamper	CRC tamper switch
Strike Fault	CRC strike lock circuit fault
Reader Fault	CRC card reader circuit fault
Loop 1	CRC loop 1
Loop 2	CRC loop 2

CRC event type	Description
Access Trouble	The CRC cannot currently permit access to the door
Security Alarm	A security device in an armed partition goes into alarm
Security Tamper	A tamper switch on a CRC is activated
Security Maintenance	A CRC requires maintenance

To view CRC status:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door (CRC) in the tree view.
5. Click the CRC Status tab.

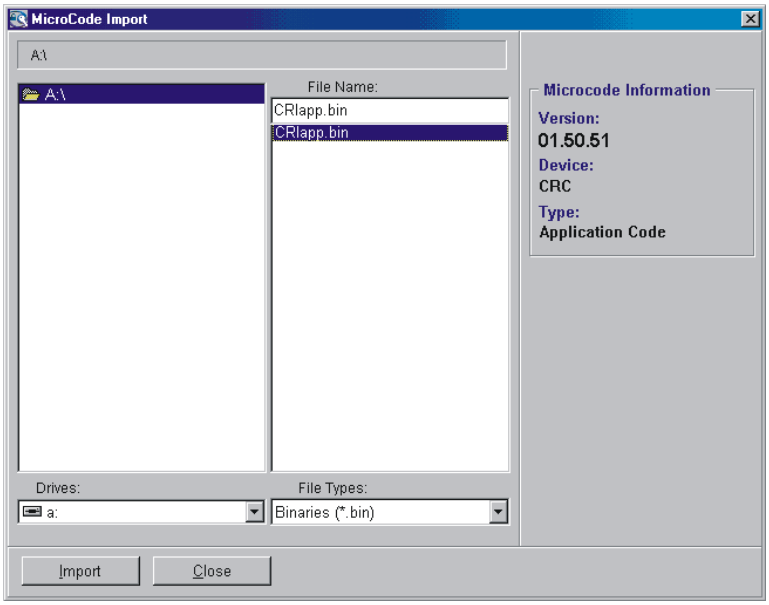
Note: For the most current CRC status information, run a CRC status task before viewing the CRC status. For more information on running a CRC status task see Chapter 9, “Tasks.”

Upgrading CRC firmware

For nonintegrated CRCs, the ACDB has the ability to upgrade the CRC firmware. All CRCs are shipped from the factory with the latest version of firmware (microcode) already installed. For optimal system performance always use the latest version of firmware. Upgrading the CRC's firmware requires that you first import the firmware and then reload the firmware to each CRC.

Importing CRC firmware

In order to upgrade the firmware of a nonintegrated CRC, you must first import the firmware into the ACDB.



MicroCode Import dialog box for importing CRC firmware into the ACDB

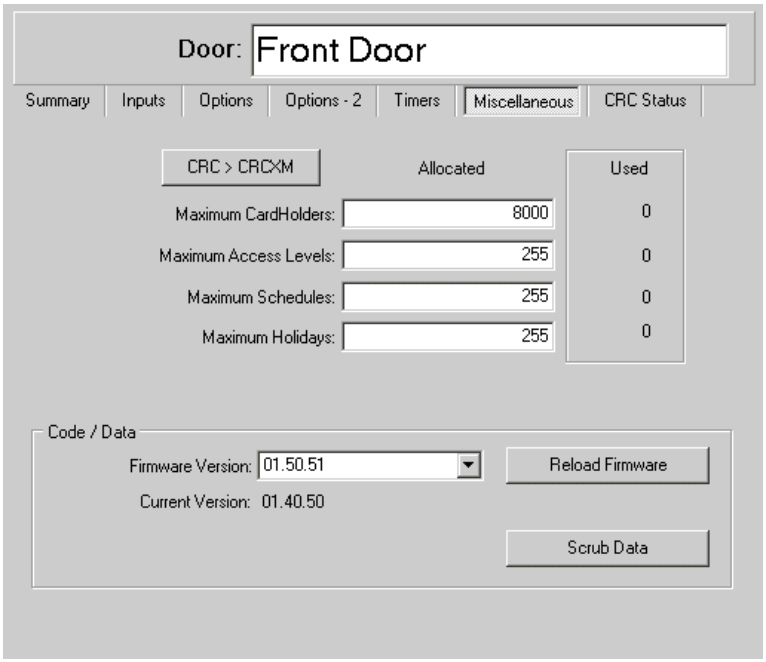
To import CRC firmware:

1. From the File menu, click Import > CRC Microcode.
2. In the MicroCode Import dialog box, locate the new microcode .BIN file and click Import.
3. Click OK.
4. Click Close.

Reloading CRC firmware

After the new CRC firmware has been imported into the ACDB, you can now load the new firmware into the CRCs. All CRCs

should use the same version of firmware. The process of reloading the CRC firmware must be performed for each CRC in your access control system.



Code / Data displays the current version of firmware being used and allows the updated version of firmware to be selected and sent to each CRC

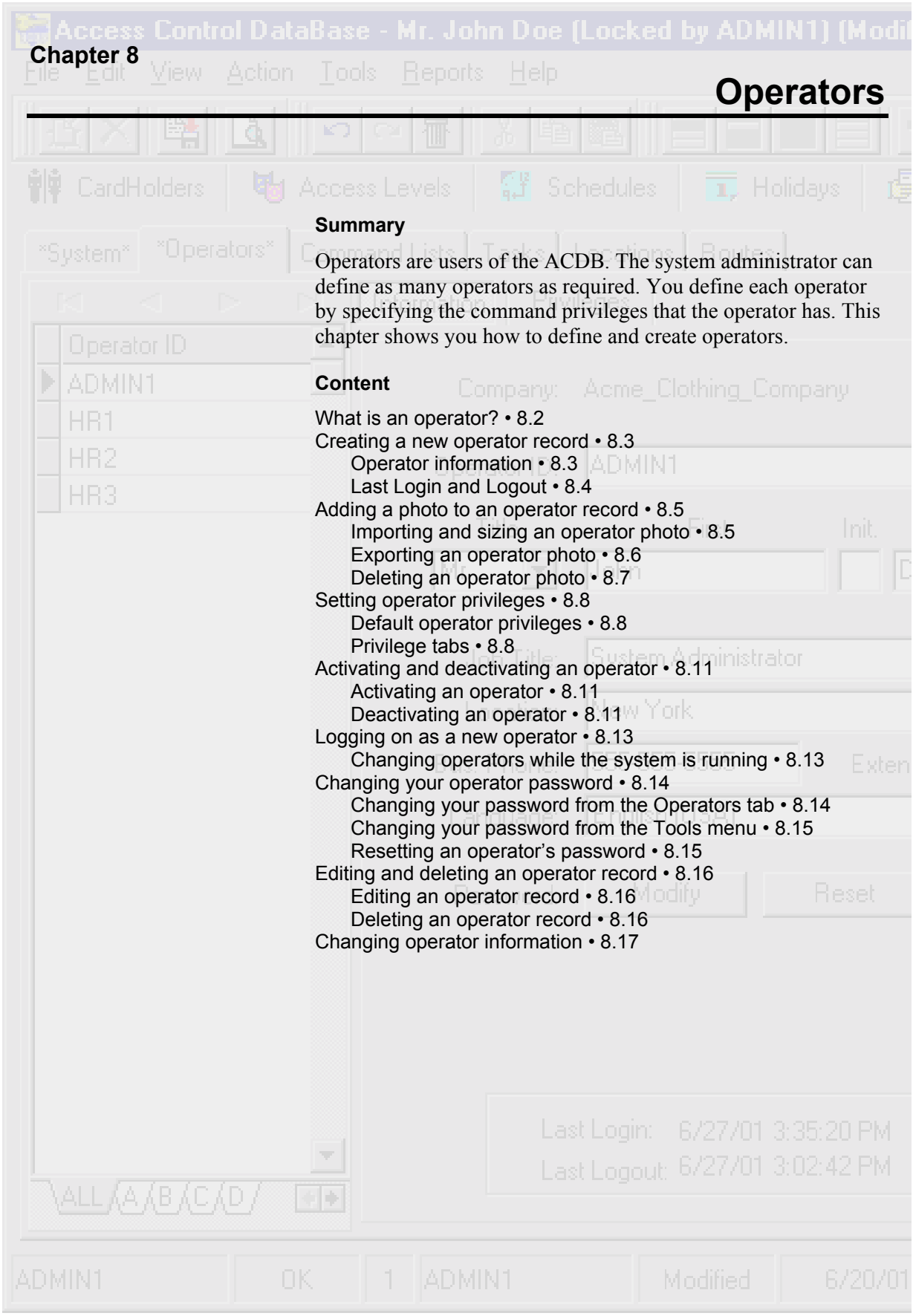
To reload CRC firmware:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired door in the tree view.
5. Click the Miscellaneous tab.
6. Select the new firmware version.
7. Click the Reload Firmware button.
8. Save the current settings for the CRC and download the system.

Tip: If the newly imported firmware is not shown in Firmware Version, click the Resynchronize with Server button on the toolbar.

Chapter 8

Operators



Summary

Operators are users of the ACDB. The system administrator can define as many operators as required. You define each operator by specifying the command privileges that the operator has. This chapter shows you how to define and create operators.

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What is an operator?

An operator is someone who enters data into the Access Control Database (ACDB). An operator ID and password are required in order for an operator to log on to the ACDB.

We suggest that you designate a single administrator for each company in your ACDB. The administrator is an operator with full privileges, including the ability to create and revise operator records.

The ACDB assigns each company an administrator operator ID and password when importing the RP file or creating a company. When first logging on to the ACDB you must use this ID and password.

Tip: Do not use operator ADMIN1 with password ADMIN for daily ACDB operations. Create a new operator with administrator privileges. Use the new operator for all ACDB operations. Operator ADMIN1 can be used for emergency access to the ACDB if needed.

The default administrator operator ID is ADMIN1, with password ADMIN. ADMIN1 is always used for the first company imported or created by the integrated system installer. If a second company is imported or created, the operator ID is ADMIN2, again using password ADMIN.

When you log on, the ACDB prompts you to change your password for future use. To change the ADMIN password, see "Changing your operator password," later in this chapter.

All operators must log on to the ACDB with an Operator ID and Password

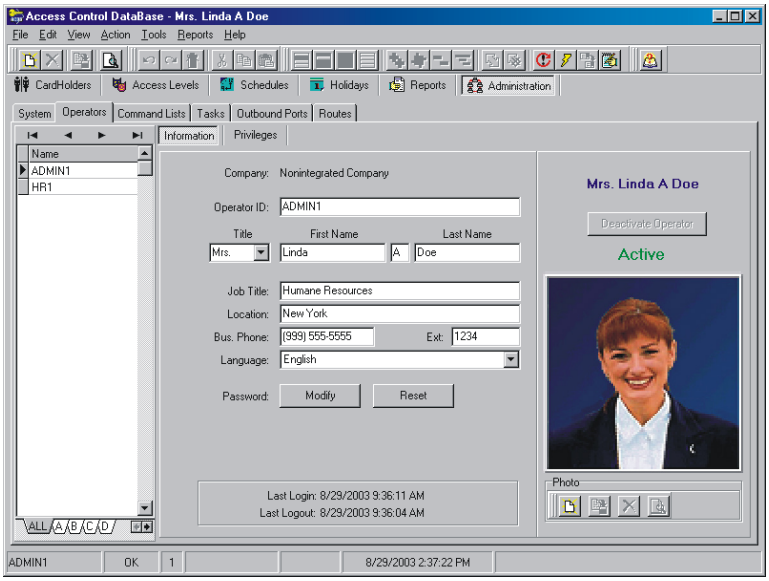
The purpose of creating individual operators is to allow the administrator of the ACDB to limit operator access and to make only the appropriate tabs and commands available to specified operators. Assigning privileges to each operator defines what an operator can and cannot do.

Example: You may want to create a clerical level operator, who has only the privileges required to enter and edit cardholder information. This operator would not require access to all tabs and commands in the ACDB.

Creating a new operator record

You create operator records on the Administration tab under Operators. The ACDB divides the Operators tab into two tabs:

- Information
- Privileges



Enter all users of the ACDB as operators. Only operators have operator IDs and passwords that let them access the ACDB.

Operator information

You use the Information tab to enter personal information about the operator, such as name and address.

Operator ID

Operator ID is the first field entered when logging in. The ID can consist of up to 20 characters. You can use upper case letters or numbers for Operator IDs. The Operator ID and Password are required when logging on.

Name

The first information required is the operator's full name and an optional title, e.g., Mr., Mrs., Ms., or Miss. Operator names can be up to 25 characters long.

Job Title, Location, Bus. Phone, Extension and Language

Depending on your company policy, additional operator information may be required including, a job title, location, business phone, extension, and preferred language.

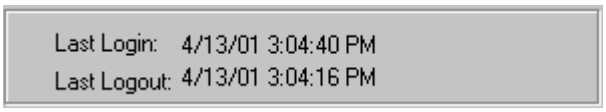
Passwords

Each operator has an individual password that is required when logging into the system. The password is specific to the individual operator. Operators are responsible for remembering their own passwords. The Operator ID and Password are required when logging in.

A new operator has the initial default password of PASSWORD. The operator should change this default password after logging in.

Last Login and Logout

The ACDB displays the dates and times of the Last Login and Last Logout of the selected operator at the bottom of the Information tab. (This is blank for a new operator, but is updated when the operator logs on for the first time.)



Last Login and Logout dates and times as displayed on the operator Information tab

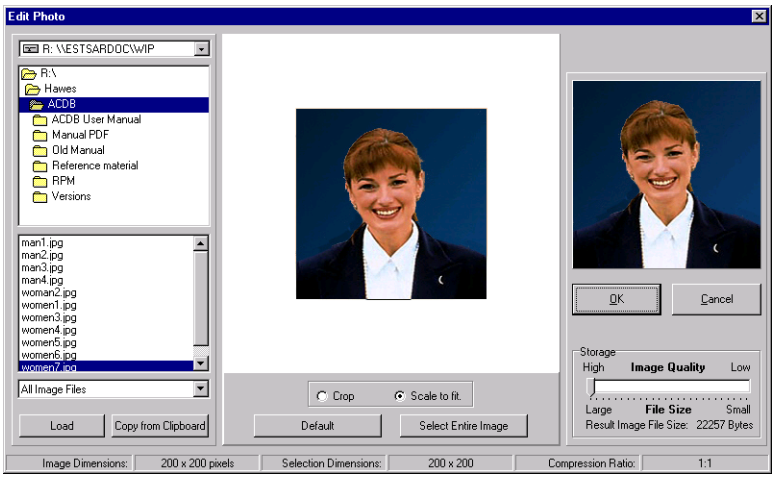
To create a new operator:

Tip: Press Alt + F, N to create a new operator.

1. Click the Administration tab.
2. Click the Operators tab.
3. From the File menu, click New or click the New button on the toolbar.
4. Type the Operator ID.
5. Select the appropriate title.
6. Type the operator information.
7. Save the new operator record.

Adding a photo to an operator record

Now that you have created an operator, you have the option of including a photo of the operator for security and identification purposes.



The Edit Photo dialog box allows the operator's picture to be added to their record

Importing and sizing an operator photo

The following graphic file types can be imported:

- JPG
- BMP
- ICO
- EMF
- WMF

There are two options for importing a photo. First, you can load a photo by navigating to the file in the Edit Photo dialog box. When the photo is loaded, it appears in the middle pane of the screen.

Second, you can copy a photo from another graphics editing program. Simply copy the photo and click the Copy from Clipboard button. The photo appears in the middle pane of the screen.

After importing a photo, you need to size it. Controls for sizing the photo are located in the middle pane of the Edit Photo dialog box.

Default: Sizes the photo to the size of the right pane (default area). If your photo is larger than the default area, it is cropped. If your image is smaller than the default area, it is expanded to fit the default area.

Crop: Lets you select a certain portion of the photo. Using your mouse, drag a selection box on the photo. When you release the mouse button, the selected portion of the photo is displayed in the right pane.

You can move the selection box to any location on the photo. To do so, simply drag the box. Notice the mouse changes its appearance once over the selected area. The display area changes as you move the selected box.

Scale to fit: Lets you enlarge the selected area of the photo to fit the display pane. You select a portion of the photo by dragging a selection box.

Select Entire Image: Selects the entire photo image. You must first click Scale to fit for the Select Entire Image button to become available. Your entire photo is selected and displayed in the right pane.

After sizing, the photo is displayed in the right display pane exactly as it will appear on the Operators tab.

To import and size an operator photo:

1. In the left pane, select the operator for whom you want to import a photo.
2. Click Import.
3. Load or copy the photo.
4. Size your photo.
5. Under Storage, move the Image Quality slider to the desired quality.

   The higher the quality, the larger the image size. The image file size is displayed under the slider bar.
6. Click OK to import the file.
7. Save the operator record.

Tip: Press Alt + I to launch the Edit Photo dialog box.

Exporting an operator photo

Once the photo has been loaded, you can export it if desired. Exporting the file does not remove it from the operator record.

To export an operator photo:

1. In the left pane, select the operator you wish to export.
2. Click the Export button in the Photo group.
3. Browse to the desired location to export the photo.
4. Type a name for the file in the Name field. The default is the operator's name.

Tip: Press Alt + E, to export a photo.

5. Click Open to export.

Deleting an operator photo

You can also delete a photo after it has been imported. This is a useful function for maintaining up-to-date photos.

To delete an operator photo:

Tip: Press Alt + C to clear the photo.

1. On the Operator tab, click the Clear button in Photo group.
2. Click Yes to delete the photo.
3. Save the Operator record.

Setting operator privileges

After creating an operator and adding a photo, you can determine what privileges should be assigned to the operator.

Setting operator privileges determines the operator's ability to create, browse, edit, or delete information.

You set the operator privileges on the Privileges tab.

Default operator privileges

You can use the Quick Defaults group of buttons at the top of the Privileges tab to set default variables quickly. These buttons set privileges on all three tabs (Regular, Administration, and Special). The buttons make these settings:

- Grant All: Checks all privileges for the selected operator
- Revoke All: Clears all privileges for the selected operator
- Browse Only: Checks read-only rights for all privileges
- Operator: Checks privileges typically required by an operator
- Administrator: Checks all privileges

Privilege tabs

The privilege check boxes are divided into three tabs.

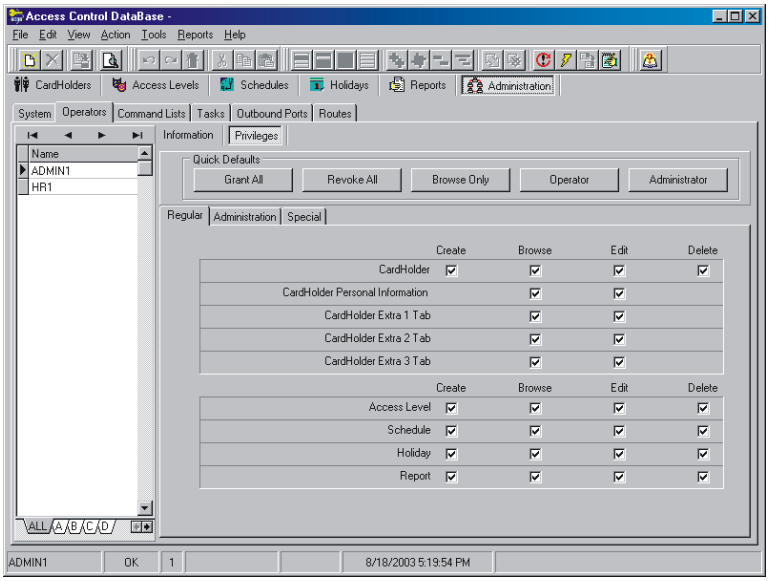
Regular: The regular tab contains privileges for cardholders, access levels, schedules, holidays, and reports.

Administration: The administration tab contains privileges for systems, operators, command lists, CMS account user IDs, tasks, outbound ports, and routes.

Special: The special tab contains privileges for company information, cardholder user defined field labels, cardholder user defined tab captions, sending changes to the system, and importing external data.

Example 1: If you need to set privileges for an operator allowing him read-only rights to the system, you deny all privileges, then grant the ability to browse system information. You can do this manually or simply by clicking the Browse Only default button.

Example 2: If you need to set privileges for an operator to enter cardholders only, you deny them all privileges except the ability to create, browse, and edit information on the cardholder pages. You would do this manually.



Operator privilege tab

To assign operator privileges:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you want to assign privileges to.
4. Click the Privileges tab.
5. Select the appropriate privileges for each item in each tab, or click one of the Quick Defaults buttons. Select from one or more of the five possible choices:
   - Create: Gives the operator the create privilege. Selecting Create automatically selects Browse and Edit.
   - Browse: Allows the operator to view existing data.
   - Edit: Allows the operator to edit existing data. Selecting Edit automatically selects Browse.
   - Delete: Allows the operator to delete existing data. Selecting Delete automatically selects Browse and Edit.
   - Permit: Allows the privilege to be activated by the selected operator.
6. Save the operator record.

Example 1: If an operator is allowed to create, browse, edit, and delete an Access Level, then all the check boxes for Access Level must be selected.

Example 2**:** If the operator is allowed to create an Access Level, then select the Create check box. Selecting the Create check box also selects the browse and edit check boxes automatically.

If there are only a few items you do not want to grant an operator access privileges to, it may be easier to first select Grant All, then go back and remove the privileges you do not want enabled.

The same procedure can be used for Browse Only if you want an operator to be able to see most, but not all of the options. You can go back and delete the privileges for certain items you do not want them to be able to browse.

Since each site has different parameters for their operators, it is up to the administrator of the ACDB to set and assign the appropriate privileges for the operators in your system.

Activating and deactivating an operator

Activating an operator

When operators are first created in the ACDB, they are initially inactive. An inactive operator can not log on to the ACDB. Only active operators are allowed to log on to the ACDB.

The right pane of the Operators tab displays the operator's status. It also includes a command button that lets you toggle the operators status.

Operators are indicated as being Active or Inactive

To activate an operator:

1. Click the Administration Tab.
2. Click the Operators Tab.
3. In the left pane, select the operator you want to make active.
4. Click the Activate Operator button.
5. Save the operator record.

The operator can now log on to the ACDB system under the new operator ID assigned to him.

Deactivating an operator

The ability to deactivate an active operator lets you temporarily deny the operator access to the ACDB.

Example**:** An operator has a temporary job function in the ACDB and can be activated and deactivated as needed. This prevents you from having to reenter the operator each time you need him to work in the ACDB.

Operators are indicated as being Active or Inactive

To deactivate an operator:

1. Click the Administration Tab.
2. Click the Operators Tab.
3. In the left pane, select the operator you wish to deactivate.
4. Click the Deactivate Operator button.
5. Save the operator record.

Logging on as a new operator

Once you have created all of the operators, you should log off. Each operator should now log on using the assigned operator ID and the default password: PASSWORD. After logging on, each operator should change his password.

Changing operators while the system is running

You can change operators without exiting from the program. The first operator simply logs off and the next operator logs on.

To change operators:

Tip: Press Alt + A, L to log off.

1. From the Action menu, click Login.
2. Click Login on the ACDB splash screen.
3. Click OK to log off.
4. Type in the new operator ID and password and click OK.

Changing your operator password

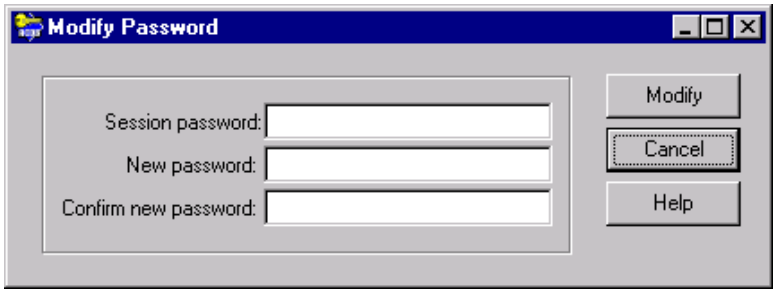
Passwords are very important to the security of your system. Please be very careful with your password. Do not let others know it and do not lose it.

A new operator is prompted to change his password when logging onto the system for the first time.

For security reasons, each operator should change his password periodically.

There are two ways to change your operator password: the Operator tab and the Tools menu. Both methods open the Modify Password dialog box.

Using the Operators tab lets you select the operator whose password you want to change. Using the Tools menu lets you change only the current operator's password.



Modify Password dialog box

Changing your password from the Operators tab

To change a password from the Operators tab, you must have operator edit privileges. If you do not have operator edit privileges, refer to "Changing your password from the Tools menu" in this topic.

To change your password from the operators tab:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you wish to change the password for.
4. Click the Password Modify button.
5. Type your session password.
6. Type the new password.
7. Retype the new password.

8. Click Modify to change the password.
9. Save the operator record.

Changing your password from the Tools menu

When you click Tools menu > Options, the system opens the Preferences and Options dialog box. This contains the Operator tab. The Operator tab provides the option to change your password. You can only change your own password from the Tools menu.

To change your password from the Tools menu:

Tip: Press Alt + T, O to display the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Click Password Modify button.
4. Type your session password.
5. Type the new password.
6. Retype the new password.
7. Click Modify to change the password.
8. Click OK to accept the new password.

Resetting an operator's password

If an operator forgets or loses his password, the password must be reset from the Operators tab. To reset a password, the operator must have the privilege to edit operators. Typically, only administrators have reset password privileges.

Note: If the administrator password is reset, it is reset to PASSWORD not ADMIN. All passwords reset to PASSWORD.

To reset an operator's password:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you wish to reset the password for.
4. Click Password Reset button.
5. Save the operator record.

Editing and deleting an operator record

Editing an operator record

You can edit and modify operator information and privileges as needed. Be sure to save your changes after you have completed the modifications.

Deleting an operator record

Operator records can be deleted from the database at any time. Deleting an operator removes the record completely from the ACDB.

Note: Deleting an operator immediately denies the operator access to the software.

To delete an operator record:

1. Click the Administration tab.
2. Click the Operator tab.
3. In the left pane, select the operator you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Tip: Press Alt + F, D to delete the operator.

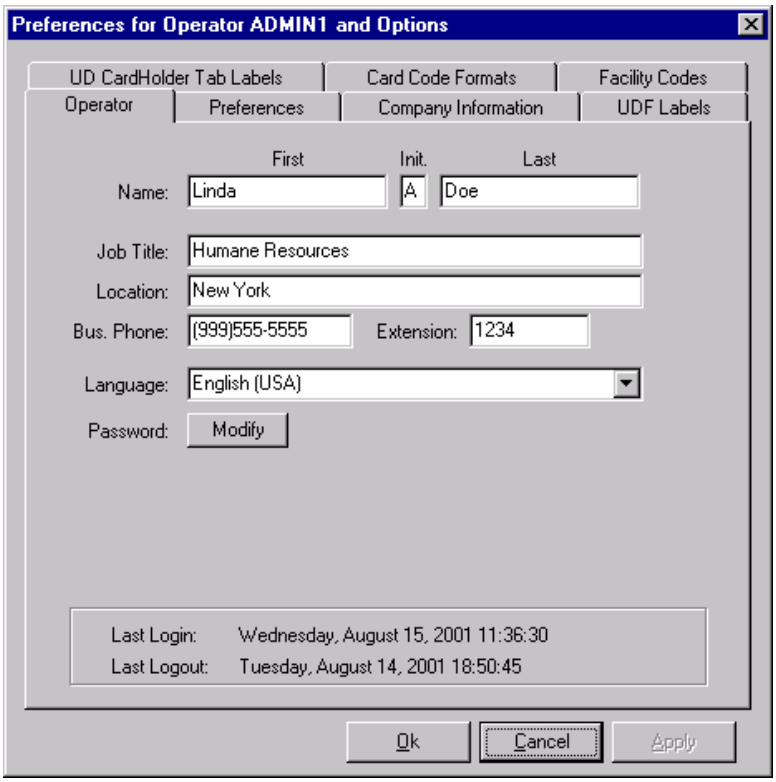
Changing operator information

Clicking Tools > Options opens the Preferences and Options dialog box. This contains the Operator tab, which lets you view information for the current operator. It also provides the option to change the operator password.

Note: The Operator tab only appears for operators with no operator edit privileges.

The Operator tab also provides information regarding the last log on and log off dates and times for the current operator.

The information can be changed just as in the Administration > Operators tab. See “Editing and deleting an operator” earlier in this chapter.



The Operator tab in the Options and Preferences dialog box

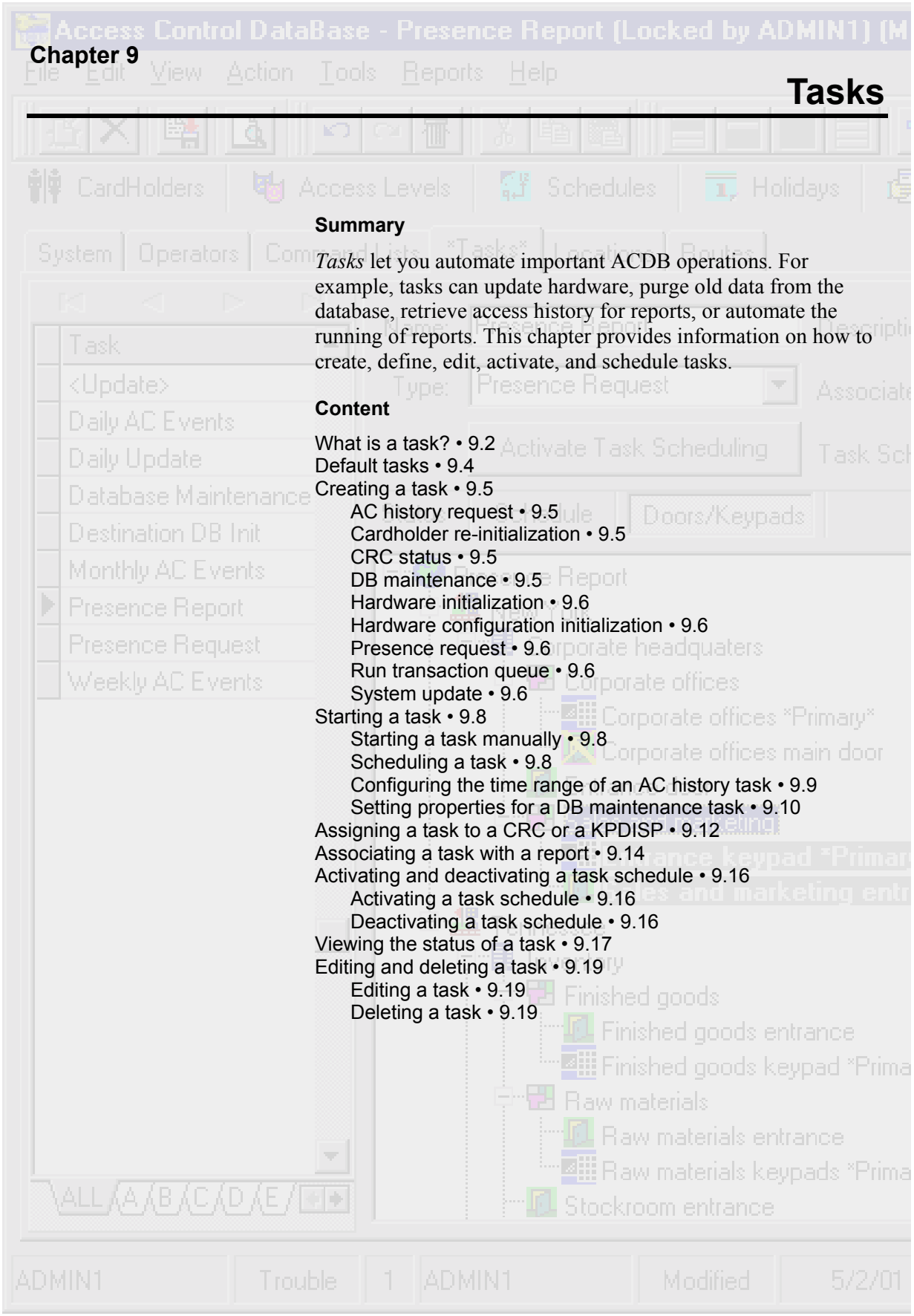
To change operator information:

Tip: Press Alt + T, O to display the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Revise the operator information as required.
4. Click Apply to save your changes.
5. Click the Ok button.

Chapter 9

Tasks



Summary

Tasks let you automate important ACDB operations. For example, tasks can update hardware, purge old data from the database, retrieve access history for reports, or automate the running of reports. This chapter provides information on how to create, define, edit, activate, and schedule tasks.

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What is a task?

Tasks let you automate important ACDB functions, such as:

- System updates
- Access control event gathering
- Database maintenance
- Automatic data gathering for reports
- Hardware initialization

System updates

Whenever you make changes to your ACDB, those changes must be sent to the hardware of your access control system. System update tasks send the new information from the database to the doors and keypads of your access control system.

Access control event gathering

Each Card Reader Controller (CRC) stores up to 5,000 Access Control (AC) events (CRCXMs store 20,000 AC events). Once the CRC reaches its storage limit of AC events, old AC events are replaced with new events. Tasks can take AC history events from the CRCs and store them in the ACDB for later use. Tasks can be customized to produce historic information on AC events on a daily, weekly, or monthly basis.

Database maintenance

A task can be used to purge old records from the ACDB. You can schedule a database maintenance task to routinely remove old records. You can also define the age of the records to be removed.

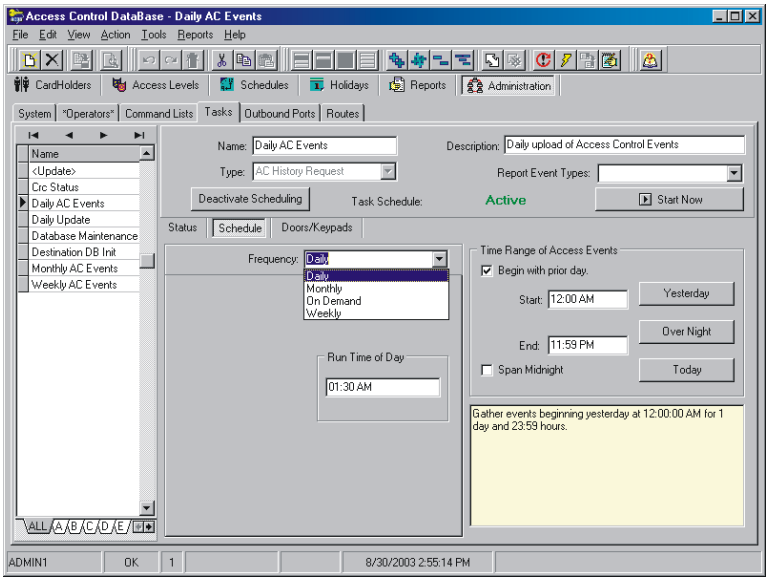
Automatic data gathering for reports

A task can be associated with a presence report and an access event history report to automate the gathering of data for these reports. If a report is associated with a task, the task gathers data for the report and stores it in the ACDB database. The report can be run at your convenience using the data the task has gathered.

If the task is associated to a report, the task uses the filters from the report to gather its data. If no report is associated to a task, the task uses its filters (Doors/Keypads tab) to gather data.

Hardware initialization

A task can initialize the hardware of your access control system. The task loads all access control information, including cardholders and hardware configuration, to the designated hardware. This task is used for new hardware that has been added to your system. It also can be used for damaged hardware that may have lost its access control information.



The Tasks tab lets you create, edit, schedule, and run tasks

Default tasks

Several default tasks are included in the ACDB. Default tasks serve as templates for most commonly used tasks.

You can modify the default tasks to meet your specific needs; however, you cannot modify the Update task in any way. The Update task is the task that runs when you click Send Changes from the File menu or click the Send Changes button on the toolbar.

All tasks can be started manually or given a starting schedule (see "Starting a task" in this chapter). The default tasks are:

Default task	Description
Update	This task is activated when the Send Changes toolbar button or Action menu command is selected. This task is not editable.
CRC status	A task that gives the current status of the CRCs in your access control system
Daily AC Events	A task that can be activated to retrieve access control events from the hardware of your access control system on a daily basis
Daily Updates	A task that can be used to send changes from the database to your access control system at a daily scheduled time
Database Maintenance	A task that can be used to purge old records from the database
Destination DB Init	A task that is used to initialize hardware with access control information
Monthly AC Events	A task that can be activated to retrieve access control events from the hardware of your access control system on a monthly basis
Weekly AC Events	A task that can be activated to retrieve access control events from the hardware of your access control system on a weekly basis

Creating a task

New tasks can be created and added to the list of default tasks. A task can be one of these types:

- Access Control (AC) history request
- Cardholder re-initialization
- CRC status
- Database (DB) maintenance
- Hardware initialization
- Hardware configuration initialization
- Presence request
- Run transaction queue
- System update

AC history request

An AC history request task pulls access event information from the CRCs and stores it in the database. The information stored in the database can then be used to run access event history reports. The task can be limited to specific doors and to events within a specific time range. You can schedule the task to activate daily, weekly, monthly, or on demand.

Cardholder re-initialization

The Cardholder Re-init task reinitializes the cardholders of your access control system. The task reloads all cardholders, not including hardware configuration, to all hardware (CRCs and KPDISPs).

CRC status

The CRC Status task retrieves the status and firmware version of nonintegrated CRCs of your access control system. The task collects a variety of information about the nonintegrated CRCs. The information is displayed in the CRC Status tab.

Note: The CRC status task is also a great way to check communication between the ACDB and nonintegrated CRCs of your system.

Note: Each time the ACDB communicates with a nonintegrated CRC, the time in the CRC is updated to the current time of the PC running the ACDB-KE.

DB maintenance

DB maintenance tasks can be used to purge old data from the database. A DB maintenance task is one of the default tasks

provided. The age of the data to be purged is set by you. You can also schedule the task to run daily, weekly, or monthly.

The ACDB exports up to four files representing four tables from the ACDB. If no data is found in any one of the tables, that file is not exported. The possible exported .csv files are:

- Access Control Event History
- Inter Operational Messages (network ACDB systems only)
- Exception Log
- Task Event Log

Hardware initialization

Hardware initialization tasks reinitialize the hardware in your system. If a piece of hardware (CRC or KPDISP) has lost its database or had its data degraded, all database information can be restored using this task type. This includes all cardholder and all hardware data. Typically, your service department would use this task to restore data to hardware.

Hardware initialization tasks are also used to download all data to new hardware of your access control system.

Hardware configuration initialization

The Hrdwr Config Init task reinitializes the hardware configuration of your access control system devices. The task loads all access control information, not including cardholders, to all hardware (CRCs and KPDISPs).

Presence request

Presence request tasks gather information about whom is present in a specified area of your site. This could be your entire site or a single partition. The information gathered is stored in the database where it is used to run presence reports.

Run transaction queue

The Run Transaction Que task generates transactions that need to be downloaded to the hardware of your system. The transactions are only generated and not downloaded to the hardware of your system.

System update

The system update task is used to send changes from your database to the hardware (CRCs and KPDISPs) in your access control system. This task only sends changes that have been made since the last update. A default system update task is

provided, Update. Update is the task that activates when the Send Changes button on your toolbar is pressed. If you want to automate the system update task, create a new task and schedule it to activate at a desired day and time.

Note: Each time the ACDB communicates with a nonintegrated CRC, the time in the CRC is updated to the current time of the PC running the ACDB.

To create a task:

Tip: Press Alt + F, N to create a new task.

1. Click the Administration tab.
2. Click the Task tab.
3. From the file menu, click New or click the New button on the toolbar.
4. In Name, type a name for the task.
5. In Description, type a description for the task.
6. In the Type list, select the type for your task.
7. Save the task record.

Starting a task

All tasks, except for Update, can be started manually or by a schedule. A scheduled task can be run on a daily, weekly, or monthly basis. If you do not want to schedule the start of your task, it can be set to start on demand.

Starting a task manually

The Start Now button can be used to start a task manually, no matter when it is scheduled to run.

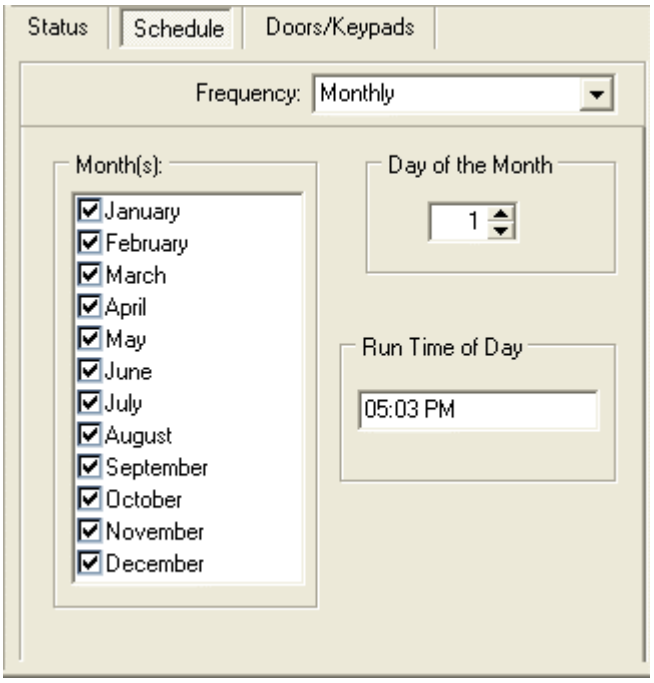
The Start Now button can be used to start all tasks

To start a task manually:

1. In the left pane, select the task you want to start manually.
2. Click the Start Now button.

Scheduling a task

You can use the Schedule tab to schedule a task to run on a daily, weekly, monthly, or demand basis. The frequency you select determines when the task is activated to run. It does not determine what access events are collected.



A task set to a monthly frequency requires the scheduling of month, day, and time. Task scheduling determines when the task runs.

Note: If the task is active before scheduling it, the schedule time will not take effect until the task is deactivated and reactivated.

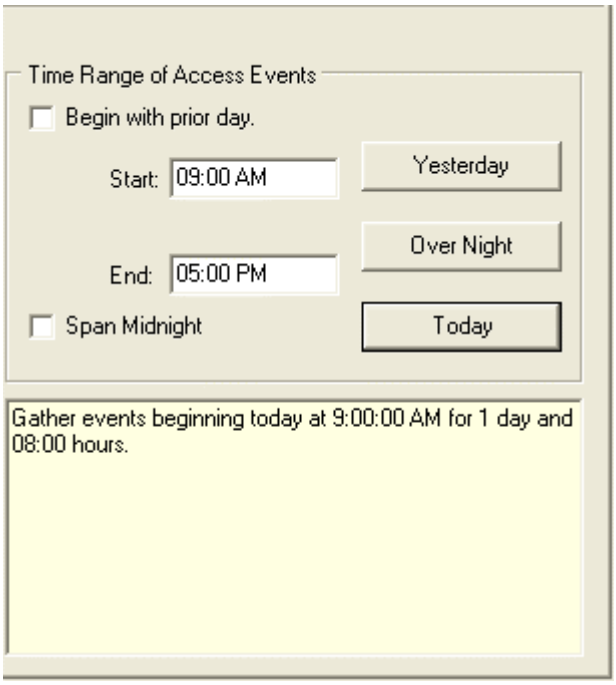
To schedule a task:

1. In the left pane, select the task you want to schedule.
2. Click the Schedule tab.
3. Select the frequency with which you want the task to run.
4. Depending on the frequency you have chosen, set the schedule options for the task.
5. If the task is active deactivated the task and reactivate it.
6. Save the task record.

Configuring the time range of an AC history task

In addition to scheduling, an AC history task needs a specific time range for access events. You specify the day and time for which you want to retrieve the access control events. You can set the task to retrieve yesterday's, today's, or the overnight access events.

Tip: The yellow text box at the bottom provides information to help you set the time range for your task.



Time range of access events set for today

To configure the time range for an AC history task:

1. In the left pane, select the AC history task for which you want to set the time range.
2. Click the Schedule tab.
3. In the Time Range of Access Events group, enter the time range of access events you want to retrieve.
4. Save the task record.

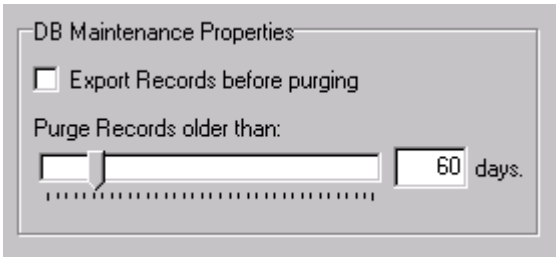
Setting properties for a DB maintenance task

The properties of a DB maintenance task specify the age of the records that are to be purged. Only those records older than the specified date are removed from your database.

The Export Records before purging checkbox lets you save purged records. The records are saved in the ACDB > Export root directory as comma separated value files (CSV files). The ACDB exports up to four files representing four tables from the ACDB. If no data is found in any one of the tables, that file is not exported. The possible exported CSV files are:

- Access Control Event History
- Inter Operational Messages (network ACDB systems only)
- Exception Log
- Task Event Log

All the files are CSV files and are viewable with Microsoft Excel. Only the Access Control Even History file can be restored into the ACDB for reporting. For more information, see Chapter 9, “Reports,” in the *Access Control Database Users Manual*.



The DB maintenance task set to purge data older than sixty days

To set properties for a DB maintenance task:

1. In the left pane, select the task you want to schedule.
2. Click the Schedule tab.
3. In the DB Maintenance Properties group, set the DB maintenance properties.
4. Save the task record.

Assigning a task to a CRC or a KPDISP

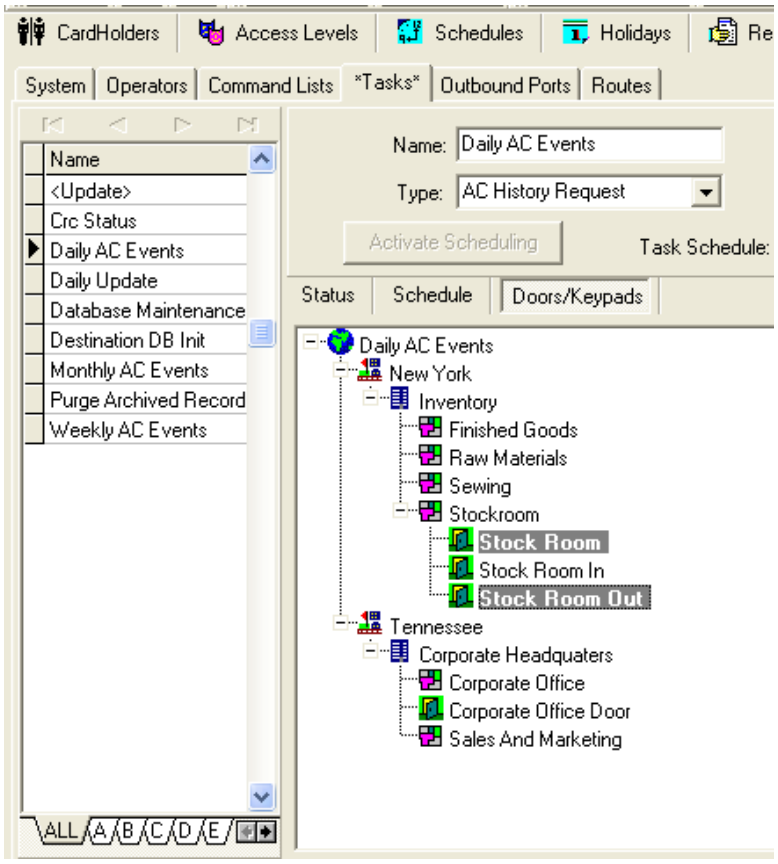
Tasks can be assigned to a company, site, building, partition, or to individual CRCs and KPDISPs. Assigning a task to a company, site, building, or partition assigns the same task to all the doors shown within the selected item. This is the quickest and easiest way to assign the same task to multiple CRCs and KPDISPs.

All task types, except for DB maintenance, can be assigned to specific CRCs and KPDISPs in your access control system.

If you do not want the task to run on all CRCs and KPDISPs, you can limit the task to specific CRCs and KPDISPs. Only the specified devices are included in the task. When a device is selected, it is highlighted in gray.

To assign a task to single CRC or KPDISP, simply select the individual door or KPDISP.

Note: If nothing is selected, then *all* CRCs and KPDISPs are included in the task.



This task includes CRC1 and CRC2 (highlighted in gray)

To assign a task to CRCs and KPDISPs:

1. In the left pane, select the task you want to assign.
2. Click the Doors/Keypads tab.
3. Hold down Ctrl and click to select the company, site, building, partition, and individual CRCs and KPDISPs.

   All CRCs and KPDISPs within a selected item are assigned (as shown by the gray highlight).
4. Save the task record.

Associating a task with a report

A task can be used to run a report automatically based on the task's schedule. The report types of Presence and Access Event History can be associated with a task. When the task activates, a report is generated and placed on the report's Finished Reports tab.

Preferences set in the task take precedence over the preferences of the report. Only task types of AC History Request and Presence Request can have a report associated with them. The table below shows the task types and reports that can be associated with each other.

Task type	Report type
AC History Request	Access Control Event History
Presence Request	Presence

AC History Request task and Access Event History report

Example: You need to know which employees entered a door during a late night shift. First create and define an event history report. Then create an AC history request task and schedule it to run after the employees shift. Only the data required for the report is gathered and stored as a finished report. The task is limited by the dates, times, and event types you specify for the report. You can then preview the report at your convenience from Report tab > Status tab > Finished Reports.

Presence Request task and Presence report

Example**:** You need to know if employees are present during a late night shift. First create and define a presence report. Then create a presence task and schedule it to run during that shift. Assign the report to the task by selecting the presence report from the Report Event Types selection list. Only the data required for the report is gathered and stored as a finished report. You can then preview the report at your convenience from Report tab > Status tab > Finished Reports.

Both examples speed the process of running the reports by eliminating the need to retrieve all access event data from the hardware.

See Chapter 9, "Reports" in the *Access Control Database User Manual* for further information.

To associate a task to a report:

1. In the left pane, select the task you want to associate with a report.

2. In the Associated Report list, select the report you want to associate with the task.
3. Save the task record.

Activating and deactivating a task schedule

Activating a task schedule

Part of defining a task is specifying a schedule. However, the task schedule must be activated before the task runs automatically.

Note: Verify that all of the task information has been entered and that it is correct before activating the task schedule. If the Activate Task Scheduling button is dimmed, make sure the task is scheduled correctly.

Activate Task Scheduling button

To activate a task schedule:

1. In the left pane, select the task you want to activate.
2. Click the Activate Task Scheduling button.
3. Save the task record.

The Task Schedule description changes from Inactive to Active, indicating that the task will be activated according to the specified schedule.

All default tasks are inactive unless you activate them.

Deactivating a task schedule

To stop a scheduled task form running, you can deactivate its schedule. The task is not deleted, but the system no longer runs the task automatically.

To deactivate a task schedule:

1. In the left pane, select the task you want to deactivate.
2. Click the Deactivate Task Schedule button.
3. Save the task record.

The Task Schedule description changes from Active to Inactive.

Viewing the status of a task

As a task runs, its status can be viewed on the Status tab. The Status tab has three subtabs:

- In process
- Task event log
- Transactions not sent

In process

The In Process tab shows the status of the task as it is running. The In Process tab provides a table with the following columns:

- ID
- Started
- Type
- Priority
- Current Status
- Name
- Task ID
- Current Status

This information lets you accurately track the process of the task as it is running.

Task event log

After the task is complete, a record is stored on the Task Event Log tab. Here you see all tasks that have been run. This tab provides a table with the following columns:

- ID
- Time of Event
- Message
- Task ID

Transactions not sent

The Transactions Not Sent tab displays transactions of a task that have been rejected by the hardware of your system.

Example**:** If the Update task downloads 5,001 cardholders to a CRC that stores 5,000 cardholders, this and subsequent transactions to this device would fail and be displayed here.

This type of problem usually occurs due to an error in the system configuration. Only advanced users should attempt to correct this and the underlying problem.

The failed transaction also blocks any future downloads to this CRC. You must delete the failed transaction to allow future downloads. The transaction is deleted by clicking the Delete Transaction button.

Note: The Transaction Not Sent tab does not show task failures due to communication errors.

To view the status of a task:

1. In the left pane, select the task for which you want to view the status.
2. Click the Status tab.

Editing and deleting a task

Editing a task

The ACDB lets you edit tasks to meet your specific needs. You can change the frequency of the task or change the CRCs or KPDISPs associated with the task. A common change to an AC history request task is to edit the time range of access events collected.

To edit a task:

1. Click the Administration tab.
2. Click the Task tab.
3. In the left pane, select the task you want to edit.
4. Edit the task.
5. Save the task record.

Deleting a task

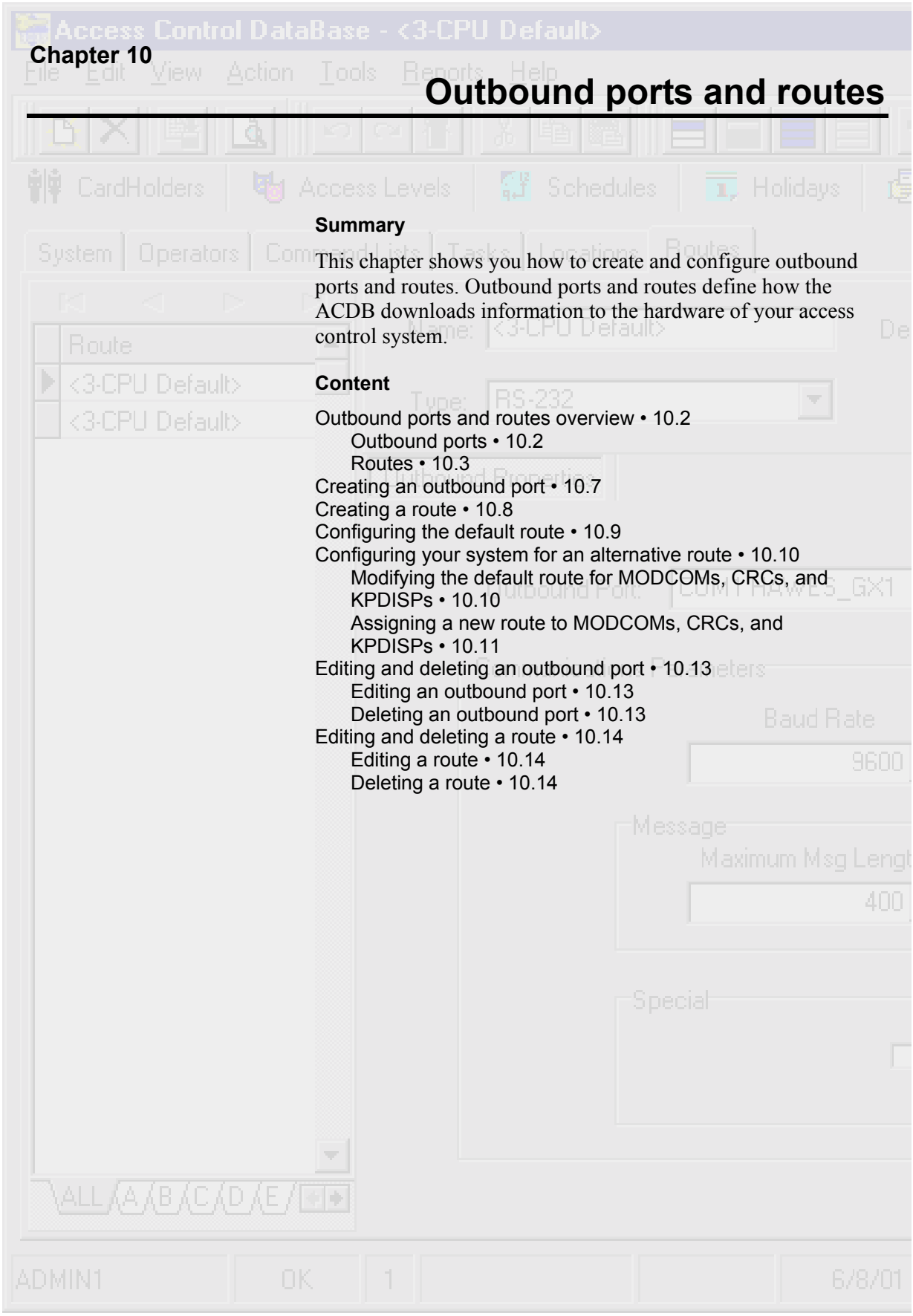
You can delete all tasks except for the Update task. You may find it easier deactivate a task rather than deleting it. A deactivated task can be reactivated later. A deleted task is gone forever.

Note: Before deleting a task, you must deactivate its schedule.

To delete a task:

1. Click the Administration tab.
2. Click the Task tab.
3. From the left pane, select the inactive task you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Tip: Press Alt + F, D to delete the task.



Chapter 10

Outbound ports and routes

Summary

This chapter shows you how to create and configure outbound ports and routes. Outbound ports and routes define how the ACDB downloads information to the hardware of your access control system.

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- Routes • 10.3

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Creating a route • 10.8

Configuring the default route • 10.9

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- Modifying the default route for MODCOMs, CRCs, and KPDISPs • 10.10
- Assigning a new route to MODCOMs, CRCs, and KPDISPs • 10.11

Editing and deleting an outbound port • 10.13
- Editing an outbound port • 10.13
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Editing and deleting a route • 10.14
- Editing a route • 10.14
- Deleting a route • 10.14

Outbound ports and routes overview

The ACDB transfers information to and from the hardware of your access control system (CRCs, MODCOMs, and KPDISPs). To do this, the ACDB needs to know how to communicate with your system. Outbound ports and routes work together to define the communication link between the ACDB and your access control system.

The communication parameters are divided into two tabs:

- Outbound Ports
- Routes

You can configure multiple outbound ports and routes to satisfy all your communication needs.

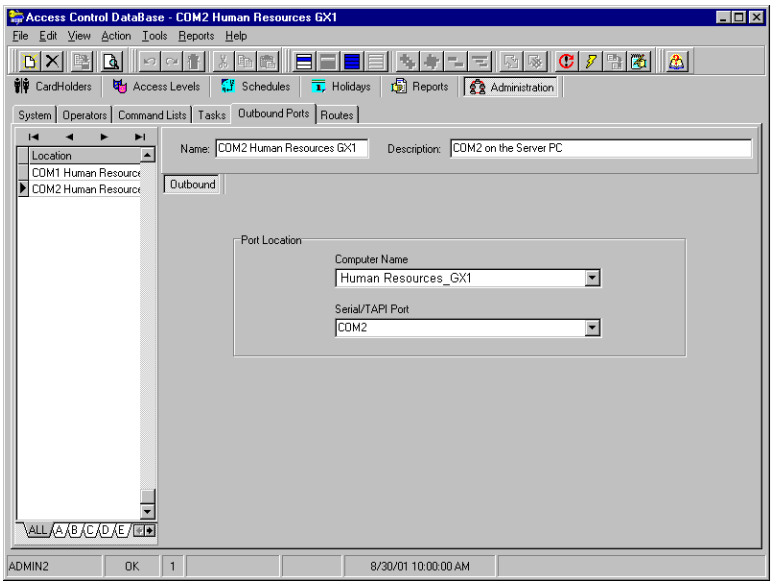
Example**:** You are in charge of access control for a large university that has two campuses. The main campus has a direct connection from the PC running the ACDB to the hardware of your access control system. The second campus, being a large distance from the main campus, requires a modem connection from the PC running the ACDB to the hardware of your access control system. You would need two outbound ports and routes to communicate with both campuses.

Outbound ports

An outbound port specifies the computer and port you are transmitting from.

During installation, the ACDB detects your PC ports automatically. These are displayed on the Outbound Port tab of the Administration tab.

Typically, a PC has communication ports at COM1 and COM2. You are not bound to the automatically detected outbound ports. You can edit, delete, and add outbound ports as needed.



The Outbound Ports tab

Routes

Routes define how the ACDB connects to the hardware of your access control system. The following are the different types of routes:

- Modem connection
- Direct connection (RS-232)
- Direct to CRC

Modem

A modem route uses a telephone line to communicate. The connection leaves the modem from the PC and connects to the modem at the control panel.

For a modem route, you configure the Outbound Properties tab and Modcom tab for that route. The receiving modems are imported into the ACDBwith your RP file.

RS-232

An RS-232 route connects directly to the control panel. The RS-232 line runs from your PC serial port and plugs directly into the control panel.

Note: Modem and Direct connection routes are only used in integrated access control systems.

Direct to CRC

Direct to CRC means CRCs that are wired directly to the PC running the ACDB. The connection is converted to RS-485. You can have up to 31 CRCs per direct loop.

The Direct to CRC route is also used when CRCs are wired directly to the PC running the ACDB through a LAN/WAN Ethernet network.

Outbound properties for routes

All routes require the configuration of outbound properties. This includes selection of an outbound port (as created on the Outbound Ports tab) and specification of communication parameters for each route. The table below describes the communication parameters.

Communication parameters

Field	Default	Description
RTS mode	Checked	Return To Send (RTS) is only used for Direct to CRC routes. Some RS-232 to RS-485 converters do not support two-way communication. RTS mode allows converters to send information to the CRCs and return information back to the PC running the ACDB.
Baud rate	9600	The speed at which at which data can be transmitted
Maximum retries	8	The number of times the ACDB will try to communicate before timing out
Maximum message length	800	The maximum length of the message sent at any one time
Timeout	20	The amount of time before the ACDB will retry to connect
Tracing	Selected	Tracing tells the ACDB to generate trace files (TRC) of the communications stream. Technical support uses the trace files to solve communication problems. Trace files are stored in a directory called Tracefiles. The location of the files varies based on your operating system. To locate the files, do a search for the Tracefiles directory.

Default routes

The ACDB automatically creates default routes for you. The possible default routes are:

- 3-CPU Default
- Modcom Default
- Direct to CRC

Your access control system determines what routes are created.

- If you import an integrated RP file, the ACDB creates the 3-CPU Default route.
- If you import an integrated RP file with a MODCOM, the ACDB creates the 3-CPU Default and Modcom Default routes.
- If you create a nonintegrated access control system, the ACDB creates the Direct to CRC route.

Integrated access control system routes

If your control panel has no MODCOM, the ACDB uses the 3-CPU Default route to communicate to the hardware of your access control system. The ACDB assigns all CRCs and KPDISPs to this default route.

If your control panel has a MODCOM, the ACDB uses the Modcom Default route to communicate.

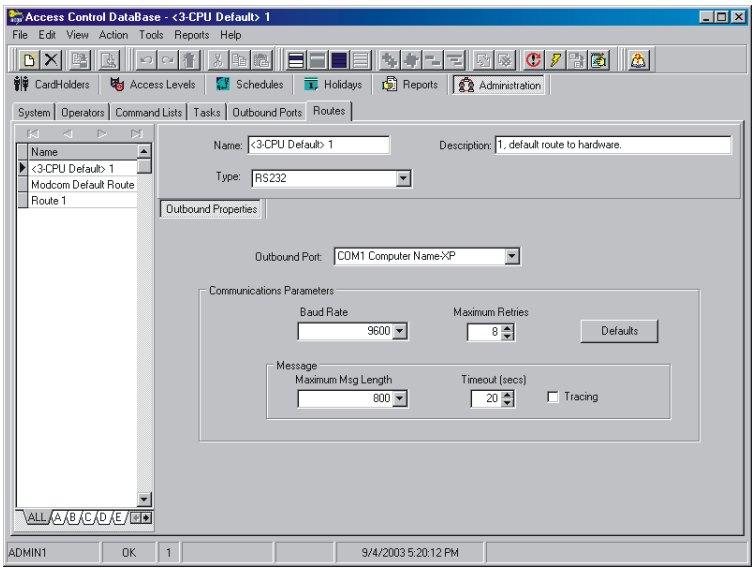
Nonintegrated access control system route

If you create a nonintegrated access control system, the ACDB uses the Direct to CRC route to communicate to the hardware of your access control system. The ACDB assigns all CRCs to this default route.

Sending changes

When you click Send Changes from the Action menu or click the Send Changes button on the toolbar, the system uses the appropriate default route to communicate to your access control system. The system will not use the default route if you create an alternative route and assign it to the CRCs and KPDISPs. See “Configuring your system for an alternative route” in this chapter.

Although the ACDB creates a default route for you, the default route still requires configuration. See “Configuring the default routes” in this chapter.


Access Control DataBase - <3-CPU Default> 1
File Edit View Action Tools Reports Help
CardHolders Access Levels Schedules Holidays Reports Administration
System Operators Command Lists Tasks Outbound Ports Routes
Name
<3-CPU Default> 1
Modcom Default Route
Route 1
ALL A B C D E
Name: <3-CPU Default> 1
Description: 1, default route to hardware.
Type: RS232
Outbound Properties
Outbound Port: COM1 Computer Name-XP
Communications Parameters
Baud Rate
9600
Maximum Retries
8
Defaults
Message
Maximum Msg Length
800
Timeout (secs)
20
Tracing
ADMIN1
OK
1
9/4/2003 5:20:12 PM

Routes tab

Creating an outbound port

ACDB communication requires an outbound port and a route that uses the outbound port. The ACDB automatically detects your outbound ports. You can use the detected outbound ports or create new ports as needed.

For the ACDB to recognize a modem on your PC, the modem must be installed properly in your Windows operating system. Each time you start the ACDB, it redetermines all communication ports.

If you want to create a new outbound port, follow the instructions below.

To create an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. From the File menu, click New or click the New button on the toolbar.
4. In Name, type a name for the outbound port.
5. In Description, type a description for the outbound port.
6. In the Computer Name field, type the computer name for the computer where the port is located.
7. In the Serial/Tapi Port field, select the direct connection COM port.
8. Save the outbound report record.

Tip: Press Alt + F, N to create a new outbound report.

Creating a route

After you have created your outbound port, you can either assign the outbound port to the default route or create a new route.

Each CRC and KPDISP automatically uses the default route. For a CRC or KPDISP to use a different route, you must manually assign that route to the device. See “Configuring your system for an alternative route” in this chapter.

To create a route:

1. Click the Administration tab.
2. Click the Routes tab.
3. From the File menu, click New or click the New button on the toolbar.

Tip: Press Alt + F, N to create a new route.

4. In Name, type a name for the route.
5. In Description, type a description for the route.
6. In the Type list, select RS-232, Modem, or Direct to CRC.
7. On the Outbound Properties tab, select the Outbound Port.
8. In the Baud Rate list, select the appropriate baud rate.

Tip: The Default button sets all communication parameters to the default settings.

9. In the Maximum Retries box, click the up and down arrows to select the number of times the ACDB will try to communicate before timing out.
10. In Maximum Msg Length box, select the maximum length of the message sent at any one time.
11. In the Timeout box, click the up and down arrows to select the number seconds before the system will timeout.
12. If you are using a modem, click the ModCom tab. If using a RS-232 or Direct to CRC, skip to step 14.
13. In Name, select the MODCOM for the control panel.

    The MODCOMs are imported into the ACDB with the RP file.
14. Save the Route record.

Configuring the default route

The ACDB creates the default route for you. Although ACDB creates the default route, you must still configure it to communicate with your access control system.

To configure the default route:

1. Click the Administration tab.
2. Click the Routes tab.
3. In the left pane, select the Default Route (3-CPU Default, Modcom default, or Route 1).
4. In the Type list, select RS-232, Modem, or Direct to CRC.
5. On the Outbound Properties tab, select the Outbound Port.
6. In the Baud Rate list, select the appropriate baud rate.
7. In the Maximum Retries box, click the up and down arrows to select the number of times the ACDB will try to communicate before timing out.
8. In Maximum Msg Length box, select the maximum length of the message sent at any one time.
9. In the Timeout box, click the up and down arrows to select the number seconds before the system will timeout.
10. If you are using a modem, click the ModCom tab. If using an RS-232 or Direct to CRC, skip to step 12.
11. In Name, select the MODCOM for the control panel.

    The MODCOMs are imported into the ACDB from the RP file.
12. Save the default Route.

Tip: The defaults button sets all communication parameters to the default settings.

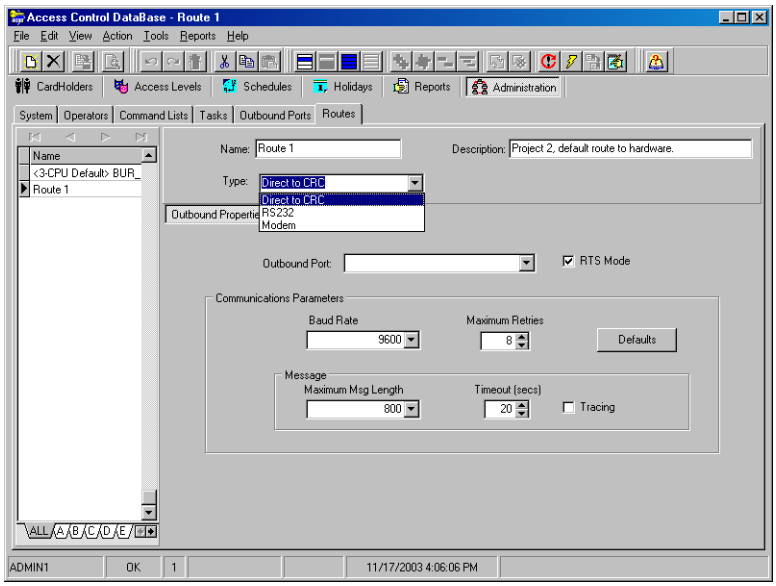
Configuring your system for an alternative route

There are two ways you can change the communication route used by the ACDB:

- Modify the default route for MODCOMs, CRCs, and KPDISPs
- Assign a new route to specific MODCOMs, CRCs, and KPDISPs

Modifying the default route for MODCOMs, CRCs, and KPDISPs

In some cases, it is easier to modify the properties of the default route, rather than creating a new route. All MODCOMs, CRCs, and KPDISPs are initially assigned the default route (3-CPU Default or Route 1). Modifying the default route changes its communication configuration. This affects all MODCOMs, CRCs, and KPDISPs that use the default route.



You can modify a default route to meet your communication needs

To modify the default route:

1. Click the Administration tab.
2. Click the Routes tab.
3. Select the default route you want to modify.
4. Modify the route as needed.

5. Save the route record.

Assigning a new route to MODCOMs, CRCs, and KPDISPs

Rather than modifying the default route, you can create and assign a new route to the MODCOMs, CRCs, and KPDISPs. If you wish to use a new route, each MODCOM, CRC, and KPDISP must have its communication route modified individually.

This can be a time consuming process if your access control system has a large number of MODCOMs, CRCs, and KPDISPs. In some cases, it is easier to modify the default route rather than creating a new route. You must decide which method is best for your company.

A new route is assigned to a MODCOM, CRC, or KPDISP from the Administration System tab. The System tab has two views:

- Hardware view
- Company view

The *hardware view* shows the physical interconnections of the components in your access control system. The *company view* shows the logical organization of the components into buildings and partitions.

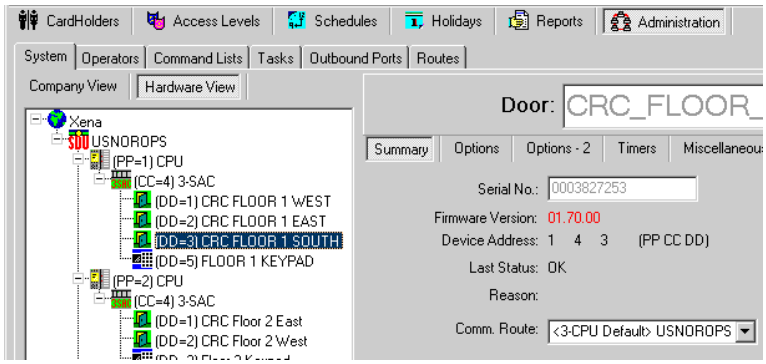
The hardware view is very helpful in assigning routes to MODCOMs, CRCs, and KPDISPs. An access control system can have several control panels that are not connected by a network. In such systems, each panel uses a different communication route.

One control panel might have an RS-232 (direct connect) route and a second panel might have a modem (telephone) route.

The hardware view shows each MODCOM, CRC, and KPDISP, and the control panel to which each device is connected. This makes it easy to determine the correct route to assign to each MODCOM, CRC, and KPDISP.

Both views are of the same access control system. They both show the same CRCs and KPDISPs. From both views, you can assign a new route to any individual CRCs and KPDISPs.

MODCOMs are only shown in the hardware view. Assigning a new route to a MODCOM can only be done in the hardware view.



MODCOMs, CRCs, and KPDISPs are assigned new communication routes individually from the Administration > System tab

To assign a new route to a MODCOM, CRC, or KPDISP:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View or Hardware View tab.

   MODCOMs can only have their communication route changed from the hardware view.
4. Select the desired MODCOM, CRC, or KPDISP from the tree.
5. In Comm. Route, select the new route.
6. Save the new communication route.

Editing and deleting an outbound port

Editing an outbound port

You can edit an outbound port to change its location, name, or description.

Tip: Use the multiple select toolbar buttons or the multiple select action menu items to select multiple outbound ports for deletion. You can delete all selected records at once.

To edit an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. In the left pane, select the outbound port you want to edit.
4. Edit the outbound port as needed.
5. Save the outbound port record.

Deleting an outbound port

You can delete an outbound port at any time. You might want to delete an outbound port if your access system is no longer using the port to download information.

To delete an outbound port:

Tip: Press Alt + F, D to delete an outbound port.

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. In the left pane, select the outbound port you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Editing and deleting a route

Editing a route

You can edit an existing route using the Route tab. These changes might be the result of a new communication route from your PC to the hardware of your access control system.

To edit a route:

1. Click the Administration tab.
2. Click the Route tab.
3. Select the route you want to edit.
4. Edit the route as needed.
5. Save the route record.

Deleting a route

You can delete a route at any time. You might want to delete a route if your access system is no longer using the route to download information.

Tip: Use the multiple select toolbar buttons or the multiple select action menu items, to select multiple routes for deleting. You can delete all selected records at once.

To delete a route:

1. Click the Administration tab.
2. Click the Route tab.
3. In the left pane, select the route you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Tip: Press Alt + F, D to delete an outbound port.

Y

Glossary

3-SAC	*See* Security Access Control module.
access card	Any of the different types of credential that can be used in an access control system. We use *card* as a general term to refer to proximity, Wiegand pin, magnetic stripe, and smart cards.
access control	The control of persons through entrances and exits of a controlled area.
Access Control Database program	ACDB. Lets the user create and maintain a database of information about CRCs, cardholders, schedules, and access levels. The ACDB runs on the user's PC and transmits database changes by dial-up or direct connection.
access control system	Part of an integrated system intended to control access through the site doors, and thereby control access to the site.
access level	A predefined set of access or security rights and privileges for use in an electronic access control system.
ACDB	*See* Access Control Database program.
activate	To turn on or make active.
AHJ	Authority having jurisdiction.
alarm	The state of a fire alarm or security alarm device that has detected a fire or burglary condition.
anti-passback	An access control application that prevents successive use of the same card to pass through a door in the same direction. Anti-passback prevents a card from being passed back to another person for the purpose of gaining unauthorized access.
arm	Arming a partition means advising the system to monitor the devices for burglar alarm events. Conversely, when you disarm a partition, you are advising the system to stop monitoring for burglar alarm events. Note that all other types of event are monitored continuously, so as to maintain the integrity of the security system. Security systems distinguish two types of arming: arm stay and arm away.
armed away	Security systems distinguish two types of arming: arm stay and arm away. Arming *away* causes the system to monitor all devices in the partition, both perimeter and interior.
armed stay	Security systems distinguish two types of arming: arm stay and arm away. Arming *stay* causes the system to monitor the perimeter devices (door and window opening detectors) but to ignore the interior detectors (motion detectors).
away	*See* armed away.

badging (in or out)	A general term for the process whereby a cardholder presents credentials to a reader in order to request access into or out of a controlled area.
bypass	Devices can be bypassed or disabled. When a device is bypassed, the system ignores its alarm events, but continues to monitor other events. When a device is disabled, the system ignores all event messages from the device.
bypass time	The bypass time is the number of seconds (0 to 255) that the CRC suppresses audible annunciation and alarm notification.
card reader	Any of the different types of credential reader supported by the CRC. We use *card reader* as a general term to refer to proximity, Wiegand pin, magnetic stripe, and smart card readers, as well as readers equipped with a keypad.
Card Reader Controller module (CRC)	CRC. A module that performs card access processing decisions for a door, and grants or denies access to a cardholder. Each CRC stores a complete database and is capable of granting or denying access without external communication.
cardholder	A general term used to refer to any user of an access control system issued with a valid access card (or other access credentials). This also refers to users of a security system.
central monitoring station	CMS. A station to which alarm and supervisory signaling devices at the site transmit event messages. The central monitoring station is staffed continuously to monitor, record, and investigate alarm or trouble signals.
Central Processor module	CPU. The primary processing module for an EST3 control panel.
CMS	*See* central monitoring station.
command list	A predefined event that can be used to trigger execution of SDU rules The CRC can be programmed to transmit these to the control panel in response to certain access events. Command lists are typically used to trigger transmission of access event messages to a CMS, or to trigger activation of remote gates, CCTV, or relay modules.
common door	An access control application where a given door is used by several different companies, as in the main entrance of an office building.
company	General term for a group of end-users who use the access control or security system at the project site. Projects can include one or more companies. Generally, the resources of dedicated security and access control devices are controlled by a single company. Several companies may share the resources of common devices.
construction card	Special access cards that will work with any CRC prior to a database being downloaded.
construction mode	Before a database is downloaded to a CRC it is in construction mode. Building contractors can use specially coded

	construction cards for access and for testing.
control panel	An electronics cabinet housing the 3-CPU1, 3-LCD, and related modules, acting as the central controlling point for an integrated system, or as one control node of a networked, integrated system.
CPU	*See* Central Processor module.
CR	Card reader.
CRC	*See* Card Reader Controller module.
CRCXM	*See* Card Reader Controller module. This option of the CRC has extended memory and holds a larger database.
database	A file composed of records, each containing fields, together with a set of operations for searching, sorting, recombining, and other functions. In this manual, *database* often refers to the access control database that is created by the ACDB and downloaded through the control panel to individual CRCs.
degraded mode	A mode of operation used when a module has lost communication with its supporting system. The CRC can operate when communication with the control panel is disrupted, providing enhanced survivability.
delayed egress	An access control application intended to control shoplifting at retail sites. A delayed egress door is fitted with card readers and a request to exit (REX) button. Employees can badge in and out as at any other door. In an emergency, customers can press the REX to unlock the door. Pressing the REX generates a security alarm but does not unlock the door immediately.
delayed egress time	The delayed egress time is the number of seconds that egress is delayed when a Request to Exit button with delayed egress is pressed.
device	Any detector or module. Devices are electronic sensing units that monitor an area for unwanted conditions and report those conditions to the system control panel. Devices are also referred to as points. Typical fire alarm devices are heat detectors, smoke detectors, and pull stations. Security devices include door status sensors, motion detectors, and broken glass detectors.
device address	A number which uniquely identifies a detector or module in an integrated system.
disable	Devices can be bypassed or disabled. When a device is bypassed, the system ignores its alarm events, but continues to monitor other events. When a device is disabled, the system ignores all event messages from the device.
disarm	Arming a partition means advising the system to monitor the devices for burglar alarm events. Conversely, when you disarm a partition, you are advising the system to stop monitoring for burglar alarm events. Note that all other types of event are monitored continuously, so as to maintain the integrity of the security system.

door ajar time	The door ajar time is the number of seconds that an access door can be left open before a signal is sent to the fire alarm system. If the door is left ajar past the door ajar time, the local sounder in the CRC (if installed) sounds for one second every minute. This is a security feature, ensuring that doors are not propped open and left for an extended time.
door contact	A switch that monitors the position (open or closed) of the door.
download	Sending a compiled project database from a PC to the fire alarm control panel. Also, sending an access control database from a PC to the CRC devices via the control panel.
elevator control	An access control application that determines which floors are available to a given cardholder.
emergency exit door	An access control application where an exit door can be unlocked from the inside by badging out or by mechanical means. If the door is opened without badging out, it causes an immediate security alarm.
emergency exit sounder time	The emergency exit sounder time is the number of seconds (0 to 255) the CRC sounder sounds when an emergency exit door is violated without badging out or using a request to exit device (without bypass).
enable	Permit an input, output, or system feature to function. Also, to instruct the system to monitor event messages from a device. *See also* disable.
FireWorks	A computerized display and control system used with EST2, EST3, FCC, and IRC-3 fire networks. FireWorks uses one or more display computers to monitor and control several networks of multiplex signaling systems, card access systems, and CCTV systems.
handicap access door	An access control application for a door that provides mechanical assistance and extended access time for a handicapped cardholder.
handicap unlock time	The handicap unlock time is the number of seconds that the door stays open before relocking, when a cardholder designated as handicapped badges in.
holiday	An exception to the normal way of operating an access control system.
holiday schedule	Exceptions to normal schedules, when different access times are desired.
input circuit	Each CRC has two input circuits for use with access control and security devices. These are typically used for a door position sensor and a request to exit device. The input circuits can also be used as security input points.
integrated system	A panel-based system that can integrate fire alarm, security, and access control functions.
integrated system Installer	Typically an employee of the company that installed the access control system.

irregular entry	Entry into a building outside the cardholders normal access time.
keypad	Some card readers are equipped with a keypad to allow entry of a PIN number in addition to the access card. We do not use the term *keypad* to refer to the KPDISP Keypad Display module.
Keypad Display module	KPDISP. A control and display module used in security and life safety applications. The KPDISP includes an LCD display, a telephone-style keypad, a variable-tone sounder, and an internal processor. It is most typically used to arm and disarm security partitions.
KPDISP	*See* Keypad Display module.
KPDISP password	A password that allows cardholders access to the KPDISP. It contains seven digits, the last three digits of the cardholder's access card and a four digit PIN number.
LED	Light emitting diode.
lock	Any type of door securing device. We use *lock* as a general term to refer to both strikes and maglocks.
lockout	A function that lets the system disable or ignore badging attempts at the outside reader of a CRC after several consecutive badging attempts fail. The number of failed attempts and the duration of the lockout can be configured. Lockout discourages illegal access attempts by "trial-and-error badging" with a series of stolen or fabricated badges.
maglock	Magnetic lock. A type of lock that secures the door (holds it shut) when power is applied.
magnetic stripe card	A type of access card having a data encoded magnetic tape or stripe on one side.
manual open time	The manual open time is the number of seconds that the auxiliary relay stays active, when an open command is received from the fire alarm system, Fireworks, or from a local ADA request to open device.
manual unlock time	The manual unlock time is the number of seconds that the door stays open before relocking, when an unlock command is received from the fire alarm system, Fireworks, or a local request to exit device.
minimum unlock time	The minimum unlock time is the number of seconds that the CRC waits before attempting to relock the door. This feature prevents unwanted immediate relocking.
MODCOM	*See* Modem Communication module.
Modem Communication module	MODCOM. A communication module with modem and dialer capabilities. The MODCOM can be used to download information from remote sites or to report events to a central monitoring station. The MODCOMP can communicate to telephone pagers using TAP protocol.
muster	An access control application that lets users determine who has

	exited a controlled area in the event of an emergency evacuation.
muster report station	A PC located in a secure area, outside the controlled area, equipped with the ACDB program. Security staff use this PC to create a muster report after an emergency evacuation.
muster station	A CRC located outside the controlled area at which cardholders badge out after an emergency evacuation.
NFPA 72	National Fire Alarm Code.
normal	Devices can be in different states. States are classified as normal or off-normal. When a smoke detector is operating perfectly and there is no smoke in the area, the device is said to be in a normal state. If smoke is detected the device goes into an alarm state. If the device is damaged, it goes into a trouble state. Both alarm and trouble are off-normal states.
off-normal	*See* normal.
open schedule	A type of access control schedule, defined with the ACDB, that specifies times when a door is unlocked. For example, access to a building lobby may be determined with an open schedule. When the open schedule is active, the lobby door is unlocked.
operators	Users of the ACDB software. Operators are controlled by privileges that allow them enter and edit certain areas of the ACDB.
outbound port	An outbound port specifies the computer and port you are transmitting from.
output circuit	The CRC includes common, NO, and NC outputs from a Form C relay. These can be used to control auxiliary devices such as fans and dampers, as well as devices that support handicap functions.
partition	A physical area that a security system protects with a group of related devices. A site may consist of a single partition or of multiple partitions. Partitions can be armed and disarmed independently.
PIN schedule	A type of access control schedule that defines when a PIN must be entered to verify the badging-in operation and grant access
proximity card	A type of access card containing a microcircuit. When placed in close proximity to a card reader, the card activates the reader's circuitry and registers a unique code.
Relay open time	The relay open time is the number of seconds that the auxiliary relay timer stays active, when a user who is designated as handicapped badges in.
Resource Profile	RP. A file that defines the system security and access control devices for the ACDB program.
Resource Profile Manager tool	RPM. Part of the SDU that uses the project database to create a separate resource profile for each company that uses the access control system.

REX	Request to exit button.
route	Routes define how the ACDB connects to the hardware of your access control system. There are two different types of route: modem connection and direct connection (RS-232).
RP	*See* Resource Profile
RPM	*See* Resource Profile Manager tool.
RS-232	An asynchronous communication format used to communicate between a PC and a control panel.
RS-485	A serial differential communications format used to communicate between the panel and some remote annunciators
Rule	A logical relationship between objects defined in the network's object list. Rule format: [rule label] (input state) (input device type) 'input label' : Output command (output device type) (priority) 'output label' {comments};
schedule	Identifies specific times (in 15 minute increments) and days when access is granted.
SDU	*See* System Definition Utility.
Security Access Control module	3-SAC. An EST3 module that supports an RS-485 line for security and access control devices.
security alarm	When a security device goes into alarm, it generates a security alarm event. This triggers programmed responses from the system control panel, and may result in a message being sent to a central monitoring station or a telephone pager. The end result will be the dispatch of a police or security officer to investigate the problem.
security partition	*See* partition.
security system	Part of an integrated system intended to monitor and report unauthorized access to specific areas of the site, thereby preventing vandalism and burglary.
security trouble	When a security device goes into trouble it generates a security trouble event. This triggers programmed responses from the system control panel, and may result in a message being sent to a central monitoring station or a telephone pager. The end result will be the dispatch of maintenance personnel to investigate and resolve the problem.
standard unlock time	The standard unlock time is the number of seconds that the door stays open before relocking, when a user badges in.
stay	*See* armed stay.
strike	A type of lock. A strike unlocks the door when power is applied.
suppression schedule	A type of access control schedule that defines times when the CRC does not log normal events. This reduces the number of events that would otherwise be stored in the CRC during normal business hours.
System Definition Utility	A Windows based program used to enter and modify

	information contained in the EST3 system.
task	Tasks are used by the ACDB to update hardware, purge old data from the database, retrieve access history for reports, and automate the running of reports.
timeline	Used in a schedule to define the time when access is granted and when access is denied.
two-person rule	An access control application that ensures that no staff member can be in the controlled area alone. A CRC operating under two-person rule prevents the entrance of a single person into the controlled area. When two people are present in the area, one cannot exit without the other.
unlock schedule	Define times when a door is unlocked to allow free access.
visitor and escort	An access control application where a visitor is issued a temporary access card. Access to specific doors is granted only when an employee (escort) with a permanent access card badges in with the visitor. This application may make use of multiple card readers to handle different types of visitor and employee access card.
Wiegand pin card	A type of access card embedded with encoded ferromagnetic wires.
zone	A physical area that a fire alarm system protects with a group of related devices. A site usually consists of two or more zones.

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